



TOWN OF MELBOURNE BEACH

SPECIAL TOWN COMMISSION MEETING

November 21, 2025

AGENDA PACKET

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

Friday, November 21, 2025 at 2:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE AGENDA

Commission Members:

Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

2. Roll Call

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect, and ask the public to do the same toward the Commission, each other, and toward staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

4. Public Comment

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

5. New Business

A. Candidate selection to move forward with interviews for the Town Manager position

6. Adjournment

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

TOWN OF MELBOURNE BEACH, FLORIDA
TOWN MANAGER



RECRUITMENT PORTFOLIO

MGT

November 13, 2025

Mayor Alison Dennington
Town Commissioners
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Dear Mayor Dennington and Town Commissioners,

Thank you for the opportunity to assist the Town of Melbourne Beach in the recruitment and selection process for the Town Manager position. The Town Manager search yielded 79 resumes from 17 states, including 53 applications from Florida. Enclosed is the MGT recommendation of the candidates we believe are most suited to the position.

I look forward to reviewing the credentials for these candidates with you soon. At that time, I will provide you with additional information on the candidates, including comments from references and insights gained from candidate interviews.

It is critical that the information in these notebooks remain as confidential as allowed by Florida state laws. Candidates have applied in confidence for this position and early release of their identities could negatively impact their current employment.

Again, thank you for the opportunity to assist you in this important recruitment!

Best wishes,



James Dinneen
MGT Approved Independent Consultant

Brochure



TOWN OF MELBOURNE BEACH, FLORIDA TOWN MANAGER

MGT

TOWN OF MELBOURNE BEACH, FLORIDA

TOWN MANAGER

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If a small beach town sounds like the ideal place to live, it is. The Town of Melbourne Beach is seeking a professional, experienced manager to provide daily oversight and administration for town services, operations, projects and programs. Melbourne Beach township is located on a barrier island off central Florida's east coast, covering approximately 1 sq. mi. of the 40 mile long island. It is Brevard County's oldest beach community, founded in 1883 and incorporated as a town in 1923.

The Town's 3,231 residents enjoy a beautiful, Atlantic coast beach, with abundant opportunities to enjoy an active lifestyle. A semi-tropical climate with an average 250+ days of sunshine makes the Town one of the most attractive places in the U.S. to call home. Melbourne Beach is a nautical destination with beautiful beaches, waterways and ocean access making it ideal for boaters, fishermen and surfers. The weather and many area attractions attract an active community of permanent and seasonal residents. The Town is primarily residential, with a median household income of \$86,563.





COMMISSION / MANAGER FORM OF GOVERNMENT

The Town is governed by a 5 member Commission as established by Charter. The Mayor and four Commissioners are elected at-large for three year terms. A Vice Mayor is elected annually by the Commissioners. The Commission exercises its Charter powers, providing direction and policy to guide operations. The Town Manager is appointed by the Commission with broad discretion and decision making authority, subject to the Town Charter. All Town employees, except the Town Attorney, report to the Manager.

The Manager is the chief administrative officer for the Town and oversees all operational and administrative departments. Town departments include: Police, Fire (volunteer except for Chief), Public Works, Building permitting, Town Clerk, Finance / HR. There are 30 Town employees with contractual services for Zoning and Planning. Utilities are provided by other local governments and private companies.

Current priorities subject to Commission direction may include review and update of Town operating procedures, development of a strategic plan, standardization of communication routines and methods, and analysis of services for long term efficiencies.



ESSENTIAL FUNCTIONS

- Direct and supervise the administration of Town operations, services, and projects.
- Provide the Commission with information to guide deliberations and policy development.
- Maintain timely communications with the Mayor and Commission to provide background information, updates, progress and status reports, including a weekly activity summary and a monthly budget report.
- Develop the Commission meeting agenda in conjunction with the Mayor, Commission members, and TownClerk; develop agenda materials as necessary. Meet with the Mayor and Commission members to review agenda and related information in advance of town meetings.
- Attend all Commission meetings, providing information, reports and recommendations.
- Prepare and submit the annual budget and capital program.
- Monitor all financial expenditures; report on financial conditions, trends, and anticipated needs.
- Monitor franchise agreements and town contracts for performance, costs, necessary modifications.
- Research and identify grant opportunities; coordinate and prepare grant applications on behalf of the Town, and oversee the administration of awarded grants, with assistance as appropriate.
- Supervise Department Heads, directing work in support of Commission goals; provide support, performance goals and expectations, and evaluations.
- Supervise Town employees to include establishment of job requirements and qualifications, hiring, performance expectations, and disciplinary actions.



- Supervise Town employees to ensure performance standards are communicated, evaluated and enforced.
- Implementation of Commission goals, policies, and directives, as well as overseeing the swift enforcement of Town ordinances.
- Enforce a clear strategy for the Town's code enforcement program in such areas as vacation rentals, construction, nuisance properties, etc.
- Communicate with other local officials, agencies and the state of Florida as needed for conformance with laws and regulations, and coordination of services in an emergency.
- Communicate with Town Advisory Boards and residents to receive and provide information regarding services.
- Identify service options to maintain continuity of service delivery and provide supplementary resources if needed.
- In the event of vacancies, promptly ensure continuity of service delivery by identifying alternative service options and coordinating appropriate coverage or supplementary resources for all Department roles as needed and authorized by the Commission..
- In an emergency or disaster, provide coordination and direction of Town response activities.



KNOWLEDGE, SKILLS, ABILITIES

- Extensive knowledge of federal, state and local laws, regulations and rules pertaining to local government operations.
- Knowledge of public administration principles and management theory and techniques.
- Able to promote mission, goals, policies and guiding principles and standards of an effective public organization.
- Strong management skills to provide leadership consistent with the Town Charter and Commission direction
- Able to develop performance metrics for Town goals; experience using metrics to evaluate progress and measure performance of service units and individual staff.
- Able to evaluate and develop standard operating procedures.
- Able to evaluate staff and operations to identify strengths and weaknesses; recommend improvements and systemic needs; develop improvement plans and resource needs.
- Knowledge of local government functions including public safety, public works, infrastructure development and maintenance.
- Skills in management of volunteer services and programs.
- Skills in budget analysis and financial accounting principles, specifically government accounting; knowledge of insurance needs and practices in the public sector.
- Able to plan, organize and evaluate the activities of multiple departments.
- Able to establish and maintain effective working relationships with the Town Commission, employees, other government officials, the media and the public.
- Able to articulate and represent plans to Town staff, the Commission and the public.
- Skill as an outstanding leader and mentor; sets high expectations for performance.
- Excellent written and oral communication skills to prepare and deliver professional presentations to the Town Commission, Town Boards, governmental, business and public forums.
- Strong negotiation skills to address and resolve complex issues and facilitate consensus with tact and diplomacy.
- Effective leadership skills and supervisory methods.
- Able to anticipate and resolve issues to avoid escalation into problems.
- Ability to plan, develop and implement varied policies and procedures.
- Able to analyze a variety of complex administrative and organizational problems and develop sound policy and procedural recommendations.
- Knowledge of grant application processes and grant management.
- Able to work collaboratively and build consensus; able to maintain cooperative working relationships with the Town Commission, Town management, other government officials, business partners, employees and citizens.



QUALIFICATIONS:

Bachelor's Degree in Business, Public Administration or related field from an accredited university or college. Masters Degree preferred.

A minimum of three years experience (5 years preferred) as a Town Manager or Assistant Town Manager, or comparable government experience as a senior manager of a diverse and complex public organization. Experience as an executive in the State of Florida preferred.

Salary \$120,000 annual.

The Town offers an excellent array of benefits including retirement, health and life insurance.

Apply online to www.GovHRjobs.com with resume, cover letter and contact information for five professional references by November 7, 2025.

Address to Jim Dinneen, Independent Executive Recruiter. Questions may be directed to Jim Dinneen at (386) 846-2612.

Applications may be subject to Florida Sunshine Laws.

MGT

Town of Melbourne Beach, Florida

Town Manager

Full Applicant List

	First Name	Last Name	Latest Company	City	State	Latest Job Title
1	Craig	Bailey	AMBE Engineering LLC	Melbourne	FL	manufacturing consultant
2	Pavitra	Balasubramanian	Renaissance Entrepreneurship Center	San Francisco	CA	Program Manager
3	D.L.	Bennett	Atlanta Municipal Market Co.	Decatur	GA	Executive Director
4	Peggy	Berner	Maxium Healthcare Staffing	Palm Bay	FL	Special Education Teacher
5	Robert	Boswell	North Huntingdon Township, PA	MANOR	PA	Accounting Clerk
6	Guillermina	Brady	NIELSEN, Performance Management	Melbourne Beach	FL	Director, Digital Quality, Transformation & Analytics
7	David	Bridle	City of St. Cloud - City Manager's Office	Saint Cloud	FL	Strategic Initiatives Project Manager
8	Carl	Brown	Capital Prog. & Grants - JTA	Jacksonville	FL	Assistant Manager
9	Sherry	Burroughs	Indian River Mosquito Control District	Okeechobee	FL	Executive Director
10	Howard	Campbell	Cobb County Government	Covington	GA	Grants Administrator
11	Brandon	Carter	Holmes Regional Medical Center	Melbourne	FL	Security Manager
12	Shane	Cassell	Arch Amenities Group	Cocoa	FL	Director of Addison Village
13	Peggy	Castano	Local Government Consultant Group	Pembroke Pines	FL	Senior Consultant
14	James	Davis	City of Venice	Punta Gorda	FL	Community Resource Manager
15	Joseph	Dellamura	United States Department of Homeland Security	Melbourne	FL	Chief of Logistics - Secretary's Incident Management Team
16	Kevin	Denien	Northrop Grumman	Melbourne	FL	Senior Director, Division Controller - Business Management
17	Justin	DeVoe	Mid-Atlantic Regional Maintenance Center	Indialantic	FL	Deputy Director of Contracting
18	George	Dickens	City of Midway, Georgia Career Professional Fire Department	Savannah	GA	Deputy Fire Chief
19	Quintin	Doll	Georgia Army National Guard	Indialantic	FL	Directorate of Logistics Chief, Land Dominance Center
20	Kevin	Donaldson	Anthony & Sylvan Pools	Charlotte	NC	President
21	Jamie	Doughty	Sitka Dock, LLC	Rockledge	FL	Head of Marketing & Operations - Alaska Odyssey Dome & Sitka Sound Cruise Terminal
22	Christopher	Edwards	City of New Smyrna Beach, FL	Daytona Beach	FL	Director, Economic Development / Community Redevelopment Agency
23	Sam	Elassaad	Lam Research Corporation	Melbourne	FL	Supply Chain Business Transformation Manager
24	Kam	Fleming	Alkermes	Maitland	FL	Associate Director, Market Access Strategy & Marketing
25	Demetri	Floudas	Global Analysis Institute	Glenview	IL	Executive Director
26	Lisa	Frazier	Town of Melbourne Beach, FL	Indialantic	FL	Interim Town Manager
27	Mark	Gabrielli	Confidential B2B SaaS Aerospace Company	Cape Canaveral	FL	Global Chief Marketing Officer
28	James	Gaston III	City of Hopewell	Washington	DC	Deputy City Manager
29	Honore	Gatabazi	eShow Netronix Corporation	Schaumburg	IL	Manager, Supply Chain Logistics Operations
30	Robert	Ghim	Outreach Inc.	Phoenix	AZ	Interim COO/EVP
31	James	Gleason	City of Lake Helen, Florida	Winter Garden	FL	City Administrator
32	Deborah	Grossman	Schneider Electric	Cocoa Beach	FL	Program Manager/Project Manager (Remote)
33	Julie	Halcomb	CAE	Highland Village	TX	Global Incident Manager
34	Ronald	Harrell	Monster Government Solutions	Palm Bay	FL	Director of Contracts
35	Michael	Harrison	Bahrain Defense Force Command and Staff School	Mount Joy	PA	Military Advisor
36	Kristen	Hatman	Seniors First Inc.	Ocoee	FL	Data Manager/Global Administrator
37	Eric	Hendrixson	Bharat Forge, Sanford, N.C.	Sanford	NC	Plant Manager
38	Leita	Hermanson	Ann London Creative	Melbourne	FL	Strategic Writer & Communications Consultant
39	Jon	Holmes	City of Aurora, MO	Aurora	MO	City Manager
40	Christopher	Hughes	Bethany Christian School	Palm Bay	FL	Director and Secondary Math
41	Kym	Hughes	Valdosta	Chattanooga	TN	Main Street Manager - Program Director
42	Andrew	Hyatt	Town of Fort Myers Beach, Florida	Jacksonville	FL	Town Manager
43	Vincent	Jackson	Defense Threat Reduction Agency	West Melbourne	FL	Chief Operating Officer
44	Patrick	Jordan	Cass County, MI	Muskegon	MI	County Administrator

Town of Melbourne Beach, Florida

Town Manager

Full Applicant List

	First Name	Last Name	Latest Company	City	State	Latest Job Title
45	Stevens	Key	Gateway Management Company	Birmingham	AL	Support Intern
46	Rathina	Kumar	TCE	Virudhunagar	TN	Project Manager
47	Lynne	Ladner	Inframark Community Management Services	Greenacres	FL	District Manager
48	Jeffrey	McKittrick	City of Tampa	Homosassa	FL	Director Housing and Community Development
49	Umi	Melaram	Verizon	West Melbourne	FL	Associate Director
50	Stephen	Menard	United States Agency for International Development (USAID)	Saint Augustine	FL	Senior Program Leader & Strategic Advisor
51	Brandon	Miller	First FT Pierce Developers LLC	Melbourne	FL	Pre-Construction Land Development Manager
52	Aunalatice	Moore	Florida Certification Board	Tallahassee	FL	Director of Certification Operations
53	Steven	Morgan	Leonardo DRS	Cocoa	FL	Senior Manager, Operational Excellence & Industrial Engineering
54	Shomari	Newlin Slade	University of Miami	Newark	NJ	Graduate Researcher
55	Roger	Omenhiser	Coast Guard Base Miami	Miami Beach	FL	Commanding Officer (Civilian Equivalent: City Administrator)
56	Antonio	Patz	608 Home Solutions, LLC	Palm Bay	FL	Owner & Operator
57	Austin	Powell	U.S. Department of Housing & Urban Development	Vero Beach	FL	Management Analyst
58	Scott	Randall	City of Centralia, Illinois	Saint Peters	MO	Interim City Manager
59	Robert	Reinshuttle	Florida Association of Centers for Independent Living	Tallahassee	FL	Executive Director
60	Garrett	Rice	U.S. House of Representatives - Sixth Congressional District of Florida	Melbourne	FL	Congressional Liaison
61	Megan	Robinson	The Aspen Group	Melbourne	FL	Implementation Manager
62	Marie	Rogers	Winn Dixie Supermarket	Titusville	FL	Customer Service Manager
63	Joseph	Ryall	University of Central Florida	Melbourne	FL	Business Manager
64	Toby	Savage	Lifepoint Church	Palm Bay	FL	Assistant Church Administrator / HR Committee Chair
65	Brandon	Sieben	ProAmpac	Apopka	FL	Maintenance Manager
66	Robson	Silva	SAP	Melbourne	FL	Scrum Master/Agile Coach
67	Carol	Sluzky	NASA MUREP Aerospace Academy	Indianapolis	FL	Education Coordinator II
68	A. Marie	Smith	Maryland-National Capital Park & Planning Commission	Bowie	MD	Executive Director
69	Kameron	Smith	Brevard County Facilities	Cocoa	FL	Construction Coordinator
70	Alisa	Stoll	Orchestrade Inc.	Burnt Hills	NY	Lead Business Consultant
71	George	Tammo	S&J Electrical Designers & Contractors & Contractors	Chicago	IL	Co-Founder / Operations Director
72	Tim	Thomas	RTV Engineering	Melbourne	FL	Senior Program Manager
73	Jeffrey	Thompson	Illinois Emergency Management Agency	Athens	IL	State Hazard Mitigation Officer
74	Ryan	Van Ormer	ZoomInfo	Jacksonville	FL	Director, Enterprise Business Intelligence and Analytics
75	James	Vancleave	University of Kentucky	Richmond	KY	Rural Project Manager - Veteran Services
76	Kristyn	Vanderland	Clarvida	Mascot	TN	Divisional Director
77	Cartier	Waters	State of Florida - Department of Education	Rockledge	FL	Vocational Rehabilitation Technician
78	Jackie	Wells	HUD	Green Cove Springs	FL	Account Executive
79	Terry	Wooldridge	Florida First Responder Apparel	Indian Harbour Beach	FL	Owner

Town of Melbourne Beach, Florida**Town Manager****Recommended for Interview Consideration****Presented in Alphabetical Order****Most Qualified**

- Candidate 1 _____ David W. Bridle
Strategic Initiatives Project Manager
City of Saint Cloud, Florida
- Candidate 2 _____ Sherry Burroughs
Executive Director
Indian River Mosquito Control District
Vero Beach, Florida
- Candidate 3 _____ Peggy Castano
Assistant City Manager/Administrative
Service Director (Former)
City of Lauderdale Lakes, Florida
- Candidate 4 _____ Lisa L. Frazier
Interim Town Manager
Town of Melbourne Beach, Florida

Qualified

- Candidate 5 _____ Christopher Todd Edwards
Director, Economic Development/Community
Redevelopment Agency (Former)
City of New Smyrna Beach, Florida
- Candidate 6 _____ A. Marie Smith
Executive Director (Former)
Maryland-National Capital Park & Planning
Commission
Riverdale, Maryland
- Candidate 7 _____ Tim Thomas
Senior Program Manager (Former)
RTV Engineering

Most Qualified

Candidate 1

David W. Bridle

Education

- Master of Science – Management & Leadership
Western Governors University
- Master of Public Administration
University of Central Florida
- Master of Nonprofit Management
University of Central Florida
- Bachelor of Science - Public Administration
University of Central Florida

Work History

2021 to Present	<u>City of Saint Cloud, Florida (population 71,000)</u>
2023 to Present	Strategic Initiatives Project Manager
2021 to 2023	Business Navigator
2007 to 2021	<u>City of Kissimmee, Florida (population 84,000)</u>
2019 to 2021	Planner II
2007 to 2019	Engineering Coordinator
2002 to 2007	<u>Orange County Government, Florida (population 1.534 million)</u>
	Engineer Technician III

Data Summary:

Candidate:	David W. Bridle
Organization:	City of Saint Cloud, Florida
Position:	Strategic Initiatives Project Manager
Organization Budget:	\$275 million
Department Budget:	\$61 million
Total Number of Employees in Organization:	742
Total Number of Employees in Department:	16
Expected Salary:	Negotiable
Reporting Relationship:	Deputy City Manager
Years of Experience:	23

Professional Affiliations:

- Project Management Institute
- Management & Strategy Institute
- Certified Public Manager

DAVID W. BRIDLE

FINANCIAL MANAGEMENT | PERFORMANCE IMPROVEMENT | EMPLOYEE DEVELOPMENT

407-750-0348 | Dbridle30@gmail.com | Saint Cloud, FL 34771

EXECUTIVE SUMMARY

Results-oriented municipal leader with 20+ years of progressively responsible experience in city and county government. Skilled in supervising cross-departmental initiatives, managing \$100M+ in current capital budgets and \$240M+ combined oversight across St. Cloud and Kissimmee, and advising senior executives on policy development, legislative priorities, and intergovernmental relations. Recognized for transparent communication with City Council, staff, and residents, and for delivering measurable outcomes through strategic planning, sustainability initiatives, and capital project execution.

PROFESSIONAL HIGHLIGHTS

- Trusted advisor to the City Manager and Deputy City Manager on policy, legislative priorities, and intergovernmental relations.
- Directed oversight of more than \$240M in combined municipal capital budgets across St. Cloud and Kissimmee.
- Recognized for ability to supervise director-level projects and special initiatives spanning multiple departments and divisions.
- Proven track record of transparent communication and presentations to City Council, elected officials, staff, and the community.
- Successfully navigates complex political environments by maintaining transparency, collaboration, and sound judgment.

CORE PROFICIENCIES

- Strategic Planning & Policy Development/Execution
- Capital Improvement Program (CIP) Oversight (\$100M+ current / \$240M+ combined)
- Department & Division Supervision (Director-Equivalent)
- Intergovernmental & Legislative Affairs
- Sustainability & Resiliency Planning
- Budget Development & Financial Analysis
- Performance Measurement & Continuous Improvement
- Public Presentations & Council/Stakeholder Engagement
- Project & Program Management (PMP Certified)

PROFESSIONAL EXPERIENCE

City of St. Cloud – City Manager’s Office

Strategic Initiatives Project Manager | 2023 – Present

- Lead cross-departmental teams in delivery of \$100M+ in Capital Improvement Projects and special projects, ensuring alignment with the City’s Annual Business Plan, Commission priorities, and sustainability initiatives.
- Serve as a strategic advisor to the City Manager and Deputy City Manager on policy development, legislative priorities, and intergovernmental relations.
- Develop scopes of work, policies, and implementation frameworks that ensure compliance, fiscal responsibility, and accountability.
- Establish and facilitate project committees and cross-functional working groups, fostering collaboration among department directors, elected officials, and external partners.
- Provide policy recommendations and strategic analysis addressing resource allocation, operational improvements, and performance outcomes.
- Oversee policy implementation through project execution, ensuring transparency, fiscal responsibility, and measurable community impact.
- Deliver presentations and reports to the Commission, stakeholders, and community groups, strengthening public engagement and trust.
- Successfully navigate complex political environments by maintaining transparency and sound judgment in sensitive situations.
- Facilitate cross-departmental collaboration resulting in the successful implementation of 5 major city initiatives, including Fire Stations, Fire Training Facility, Police Substations, Multi-Use Trails, and Skate Parks.

Business Navigator | 2021 – 2023

- Served as the interdepartmental liaison across Planning, Building, Public Works, Environmental Utilities, and the City Manager’s Office to support residents, businesses, and developers in navigating development and permitting processes.
- Coordinated cross-departmental supervision of permitting and development activities, ensuring alignment with city codes, ordinances, and Commission priorities.
- Conducted high-level reviews of development applications, resolving conflicts while ensuring compliance with municipal regulations and community standards.
- Supported the City Manager’s Office in policy interpretation and process improvement, recommending workflow changes that reduced delays and increased transparency.
- Facilitated collaboration with external stakeholders including business owners, developers, and consultants to promote economic development while maintaining consistency with community values.
- Collected and reported customer feedback to senior leadership, identifying opportunities for enhanced service delivery.
- Produced outreach materials to improve public understanding of city policies and services, strengthening relationships between municipal government and the private sector.
- Recognized for building trust and collaboration with private sector stakeholders, fostering a positive business climate while upholding compliance.

City of Kissimmee

Planner II | 2019 – 2021

- Conducted land use, transportation, environmental, and infrastructure planning in support of the Comprehensive Plan and sustainability goals.
- Reviewed development applications and site plans for compliance, serving as project coordinator to ensure interdepartmental alignment.
- Delivered presentations and technical reports to Planning Commission, City Commission, and community stakeholders.

Engineering Coordinator / Financial Analyst | 2007 – 2019

- Directed departmental operating and capital budgets exceeding \$100M, aligning financial policies with Commission direction.
- Advised department directors on infrastructure priorities and financial strategy.
- Created cross-functional teams to streamline engineering review and construction oversight, improving efficiency and accountability.

Orange County Government

Engineer Technician III | 2002 – 2007

- Directed teams in stormwater and wastewater field operations, ensuring compliance with state and federal regulations.
- Developed workforce training, improved productivity, and supported resiliency in critical public infrastructure.

EDUCATION & CREDENTIALS

- M.S., Management & Leadership – Western Governors University
- M.P.A., Public Administration – University of Central Florida
- M.N.M., Nonprofit Management – University of Central Florida
- B.S., Public Administration – University of Central Florida
- Certified Public Manager (CPM) – Florida State University
- Project Management Professional (PMP) – PMI Institute
- Certified Continuous Improvement Manager – Management & Strategy Institute
- FEMA Certifications: IS-042, IS-100, IS-200, IS-242, IS-700, IS-800



Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

Please read below

In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.

Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.

We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

1. Email *

dbridle30@gmail.com

Please enter an email

2. **NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. ***

☒ Yes, I agree with these terms and conditions

☐ No, please withdraw my application from this position

3. First Name *

David

4. Middle Name

5. Last Name *

Bridle

6. Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable) *

N/A

7. Cell Phone: *

4077500348

Please enter at most 10 characters

8. Preferred Pronoun - ex. He/She/They, etc. (Optional)

9. Male or Female (Optional)

- ☒ Male
- ☐ Female
- ☐ Prefer not to say

11. Total # of full time employees in your current or most recent overall organization (if applicable): *

742

12. Total # of full time employees in your current or most recent department (if applicable): *

16

13. Total budget in your current or most recent overall organization (if applicable): *

275,000,000

14. Total budget in your current or most recent overall department or areas of responsibility (if applicable): *

61,000,000

15. Who do you (or did you) report to? (position title only/no proper names): *

Deputy City Manager

16. Related professional affiliations (please spell out acronyms if applicable):

17. Please confirm that you agree to immediately advise the MGT consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

18. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

19. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally?

Please answer YES or NO. If YES, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding under other below. *

No

20. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

21. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

22. At any time, since age 18, have you been asked to resign, or have you been terminated from employment?

Please answer YES or NO. If YES, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination (do not reveal the terms of the agreement or release) under other below. *

No

23. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws?

Please answer YES or NO. If YES, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates under other below. *

No

24. Are you Authorized to work in the United States? *

☒ Yes

☐ No

25. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

REFERENCES

REFERENCES: We typically contact at least two references before recommending you to a client. Upon the client's selection of you for an interview, we will conduct additional due diligence including further reference contacts, and background screening, etc.

Due to the confidential nature of your candidacy, please only provide information for references we can contact now without jeopardizing your present employment.

References should include at least one supervisor and one subordinate, from a previous or current employer, as well as others who can speak to your professional qualifications. Indicate your relationship with each reference submitted, employer where you work(ed) together, telephone contact number, and email address.

26. **By selecting the option below, you are authorizing us to contact the references you have listed on this form.** (references should be recent within the last 10 years or less) Thank you. *

☒ MGT may contact ALL references that I have submitted. (*In selecting this option you authorize MGT to contact your references.)

☐ Please DO NOT contact any of my references at this time. (enter n/a in all of the the required fields below)

Candidate 2

Sherry Burroughs

Education

- Master of Public Administration
Florida Gulf Coast University
- Bachelor of Science - Limnology
University of Central Florida

Work History

2016 to Present	<u>Indian River Mosquito Control District, Vero Beach, Florida (population 172,000)</u>
2020 to Present	Executive Director
2019 to 2020	Assistant Director
2016 to 2019	Medical Entomologist
2016	Biologist II
2013 to 2015	<u>St. Lucie County Board of County Commissioners, Fort Pierce, Florida (population 391,000)</u>
2014 to 2015	Mosquito Control & Erosion Control District Director
2013 to 2014	Mosquito Control Manager
2007 to 2013	<u>Osceola County Growth Management Department, Kissimmee, Florida (population 468,000)</u>
2008 to 2013	Natural Resources Manager
2007 to 2008	Lakes Management Specialist
2000 to 2007	<u>Orange County Utilities Department, Orlando, Florida (population 1.534 million)</u>
2006 to 2007	Project Manager
2000 to 2006	Utilities Services / GIS Coordinator

Data Summary:

Candidate:	Sherry Burroughs
Organization:	Indian River Mosquito Control District
Position:	Executive Director
Organization Budget:	\$11 million
Total Number of Employees in Organization:	35
Expected Salary:	\$140,000
Reporting Relationship:	Board of Commissioners
Years of Experience:	25

Professional Affiliations:

- Florida Mosquito Control Association
- American Mosquito Control Association
- Florida Association of Special Districts

SHERRY BURROUGHS, MPA



sburroughs6228@gmail.com



407-288-7618

Jim Dinneen,
MGT Approved Independent Executive Recruiter

Dear Mr. Dinneen,

I am excited to apply for the Town Manager position with the Town of Melbourne Beach. With extensive experience as a public sector executive, I bring a proven record of advancing fiscal stewardship, organizational modernization, and community engagement while delivering measurable results.

As Executive Director of the Indian River Mosquito Control District, I oversee operations across a 352-square-mile service area. I reduced millage rates three times in five years, secured \$133K in external funding for an infrastructure project at no cost to taxpayers, and delivered capital improvements ahead of schedule and within budget. My leadership has also modernized operations by introducing the District's first Strategic Plan, updated governance policies, HR capacity, and leadership development initiatives.

I am committed to transparency, accountability, and collaboration — values that align closely with Melbourne Beach's mission. My leadership has been recognized with honors including District Manager of the Year (2023), Board Member of the Year (2024), and District of the Year (2025) for performance, accountability, and measurable community impact.

Key Highlights:

- Reduced millage rates while maintaining clean audits and financial transparency.
- Secured outside funding to deliver infrastructure improvements without taxpayer burden.
- Modernized structure, policies, and workforce capacity through comprehensive reforms.
- Expanded innovation, transparency, and ADA-compliant digital platforms.
- Strengthened community engagement with dedicated outreach and education.

I would welcome the opportunity to bring this experience in strategic leadership and intergovernmental collaboration to Melbourne Beach and serve as a trusted partner to the Council and community.

Thank you for considering my application. I look forward to discussing how my expertise can contribute to Melbourne Beach's success.

Sincerely,

SBurroughs

Sherry Burroughs, MBA, LGM, CDM



SHERRY BURROUGHS, MPA

Dedicated, Trustworthy, and Results-Driven Public Sector Leader | Proven record of delivering accountable, transparent governance, driving operational efficiency, and fostering collaborative relationships to achieve measurable community impact.



sburroughs6228@gmail.com



407-288-7618

PROFESSIONAL SUMMARY

As Executive Director of the Indian River Mosquito Control District, I have reduced millage rates while maintaining exceptional service quality, secured \$133K in external funding for critical infrastructure repairs, and expanded our operational capabilities. I actively advocate for local priorities, meeting regularly with state representatives to ensure our community's needs are heard and addressed. Honored with multiple leadership awards, I take pride in driving operational efficiency, fostering partnerships, and guiding teams through strategic growth and innovation.

CORE COMPETENCIES

- Strategic Planning & Execution
- Budget Management (\$10M+)
- Policy Development & Compliance
- Operational Efficiency & Process Improvement
- Senior Leadership & Team Development
- Board & Stakeholder Engagement
- Risk & Fiscal Accountability
- Interagency & Community Collaboration
- Public Representation & Advocacy
- Integrity-Driven Leadership

EDUCATION

Master of Public Administration (2024)

Florida Gulf Coast University

Local Government Management (2022)

Florida Gulf Coast University

Certified District Manager (2022)

Florida State University

Bachelor of Science, Limnology (1993)

University of Central Florida

AWARDS

District of the Year (2025)

Florida Association of Special Districts

FASD Board Member of the Year (2024)

Florida Association of Special Districts

District Manager of the Year (2023)

Florida Association of Special Districts

RELEVANT WORK EXPERIENCE

Indian River Mosquito Control District, Vero Beach, FL 2016 - current

Executive Director 2020 - current | Assistant Director 2019 - 2020 | Medical Entomologist 2016 - 2019 | Biologist II 2016

- Direct all District operations, overseeing strategic planning, budgeting, policy development, administrative services, and field operations for a community of 170,000 residents.
- Define strategic vision and mission, set organizational goals and implement initiatives that improve public health, operational efficiency, and sustainability.
- Partner with the Board of Commissioners and supervisors to set and execute strategic goals, achieving measurable cost efficiencies and improving service delivery timelines.
- Supervise six department directors, including the CFO, fostering a high-performance culture that consistently met or exceeded organizational objectives.
- Oversee financial operations for a \$10M annual budget, implementing robust fiscal controls that reduced operating expenses without compromising service quality.

- Develop and present annual operating, reserve, and capital improvement budgets, aligning resources with strategic priorities and ensuring long-term financial sustainability. Advocate on state and national levels for special districts and mosquito control, engaging with local state representatives to address community concerns related to proposed legislation.
- Facilitate Board meetings on a monthly basis, delivering clear, actionable reporting that strengthened decision-making.
- Oversee policy development and ensure legal and regulatory compliance with federal, state, and local levels, achieving five consecutive years with no audit findings.
- Serve as the public and professional face of the district at board meetings, community forums, and industry conferences, strengthening partnerships with County government, nonprofit organizations, and community associations to advance shared initiatives.
- Serve in leadership roles within professional associations and presented at industry conferences, highlighting innovative District programs and accomplishments.
- Lead outreach and education efforts, and engage with local, state and federal stakeholders.

Key Achievements

- **Fiscal Leadership & Transparency** – Prepared detailed, line-item budgets for maximum transparency; reduced millage rate from 0.2515 to 0.2500 in year two and to 0.2400 in year three; achieved a flawless “no findings” financial audit.
- **Infrastructure Success** – Secured \$133K in external funding through a community partnership to repair the Sand Pointe Impoundment dike at no cost to the District; introduced advanced erosion control and improved dike repair methods; completed Vista Royale dike repairs ahead of schedule and under budget.
- **Organizational Modernization** – Streamlined department structure to improve efficiency; recruited the District’s first dedicated HR professional; updated job descriptions; modernized the 2006 employee handbook; launched leadership development initiatives for supervisory staff.
- **Scientific & Program Innovation** – Revitalized in-house research capabilities, including arbovirus surveillance and product resistance testing; strengthened partnerships with research faculty at the Florida Medical Entomological Laboratory; introduced an inland mosquito control program to expand Integrated Pest Management practices district-wide; and engaged a consultant to evaluate and enhance the aerial operations program.
- **Strategic Governance** – Developed and implemented the District’s first Strategic Plan (2023), Procurement Policy (2021), Reserve Policy (2023), Public Meeting Decorum Policy (2024), and Capital Improvement Plan (2023).
- **Technology & Security Upgrades** – Modernized IT infrastructure; strengthened cybersecurity protocols; implemented facility security improvements.
- **Community Engagement** – Expanded public education and outreach by hiring a dedicated Community Relations Specialist; strengthening transparency and service awareness; and ensuring all digital platforms meet special district and Americans with Disabilities Act statutory requirements.
- **District Accountability** – Earned independent OPPAGA recognition for delivering services effectively and efficiently; demonstrated strong resource management and strategic application of assets to achieve the District’s mission; confirmed that goals and objectives are measurable and appropriately aligned with the District’s purpose, reinforcing our commitment to accountability, performance, and community impact.
- **Recognition** – Honored as *District Manager of the Year* (2023), *FASD Board Member of the Year* (2024) and led the organization to earn *District of the Year* (2025).

St. Lucie County Board of County Commissioners, Ft. Pierce, FL 2013 - 2015

Mosquito Control & Erosion Control District Director 2014 - 2015 | Mosquito Control Manager 2013 - 2014

- Directed planning and management of mosquito control and erosion control districts, passive parks, and artificial reef programs.
- Managed operations and administrative functions for a team of 35 staff, overseeing scheduling, providing technical guidance, and directing overall workflow.
- Maintained a \$10M+ budget, monitoring expenditures to ensure fiscal responsibility.
- Maintained 3,800+ acres of impounded marshes and 41 miles of dikes, ensuring ecological integrity and public recreational access.
- Led erosion control efforts, including beach re-nourishment, sea turtle monitoring, and sand studies in compliance with environmental permits and grant protocols.
- Developed and oversaw contracts, preserve management plans, and grants to ensure best management practices.
- Presented updates and recommendations to the Board of Commissioners.

Osceola County Growth Management Department, Kissimmee, FL 2007-2013

Natural Resources Manager 2008-2013; Lakes Management Specialist 2007-2008

- Managed the Natural Resources Program, including lakes management, NPDES permit compliance, mosquito control and the Environmental Lands Conservation Program.
- Developed and implemented comprehensive strategies for lake and waterway management, land acquisition and management of environmentally sensitive lands as it pertained to conservation, education, restoration, water quality, public health, wildlife habitat and ecological and recreational enhancement.
- Administered the land acquisition and management of environmentally sensitive lands.
- Developed and administered contracts for aquatic weed control, land management and mosquito control services.
- Developed, implemented and evaluated work programs, operating budgets, and capital improvement plans.
- Provided technical expertise and educational support in the planning, assessment, and management of County's lakes and waterways, including the Kissimmee Chain of Lakes.
- Directed and coordinated the activities of the Lakes Management and Land Conservation Citizen Advisory Boards.
- Responsible for preparing and presenting agenda items to the Board of Commissioners for adoption.

Orange County Utilities Department, Orlando, FL. 2000-2007

Project Manager 2006-2007; Utilities Services/GIS Coordinator 2000-2006

- Managed the Engineering Division's document management system and supervised technical and support staff.
- Responsible for project management, technical review, grant administration, and coordination of surplus property.
- Managed consultant contracts for capital improvement program projects; overseeing a \$3M operations budget and a \$90M capital improvement program budget.
- Administered 15 utility project grants and ensured compliance with project requirements.
- Performed research, analysis and report generation for comprehensive plan amendments.
- Reviewed development plans to ensure compliance with department policies.
- Managed the GIS section, including technical staff and computer programmers and oversaw a \$1.5M budget.

PROFESSIONAL ASSOCIATIONS

- Florida Association of Special Districts, 2020 - current;
 - Board of Directors, 2023-current;
 - Education Committee Co-Chair 2025
- International City/County Management Association - Student Chapter 2022-2024
 - Treasurer 2023
 - President 2024
- Florida City & County Management Association, 2023-2024 (Student Member)
- Florida Mosquito Control Association 2008 - current
 - Interim Director 2015, Director 2018-2021
 - Legislative Committee Chair 2019-2020
 - Awards Committee Chair 2023 - current
- American Mosquito Control Association 2013 - current
 - Legislative & Regulatory Committee 2020 - current
 - Endangered Species Act Subcommittee Chair 2025 - current

LICENSES

- Director Certificate, Florida Department of Agriculture & Consumer Services
- Public Health Pest Control, Florida Department of Agriculture & Consumer Services
- Aquatic Pest Control Public Applicator, Florida Department of Agriculture & Consumer Services
- Natural Areas Management Public Applicator, Florida Department of Agriculture & Consumer Services

ADDITIONAL SKILLS

- ESRI ArcGIS
- MS Office Suite (Word, Excel, PowerPoint, Access & Outlook)
- Adobe Acrobat Pro
- Google Earth
- Canva

PERSONAL INTERESTS

Outside of work, I cherish spending time with my family and enjoying the outdoors—whether paddle boarding, kayaking, capturing nature through photography, or walking along the beach. I also have a creative side and love refinishing furniture, making handmade jewelry, and sewing, which gives me a chance to relax, recharge, and express my creativity.

REFERENCES

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]



Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

Please read below

In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.

Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.

We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

1. Email *

sburroughs6228@gmail.com

Please enter an email

2. **NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. ***

☒ Yes, I agree with these terms and conditions

☐ No, please withdraw my application from this position

3. First Name *

Sherry

4. Middle Name

5. Last Name *

Burroughs

6. Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable) *

Sherry Tyson

7. Cell Phone: *

4072887618

Please enter at most 10 characters

8. Preferred Pronoun - ex. He/She/They, etc. (Optional)

9. Male or Female (Optional)

- ☐ Male
- ☒ Female
- ☐ Prefer not to say

11. Total # of full time employees in your current or most recent overall organization (if applicable): *

35

12. Total # of full time employees in your current or most recent department (if applicable): *

n/a

13. Total budget in your current or most recent overall organization (if applicable): *

\$11M

14. Total budget in your current or most recent overall department or areas of responsibility (if applicable): *

n/a

15. Who do you (or did you) report to? (position title only/no proper names): *

3 elected officials (board of commissioners)

16. Related professional affiliations (please spell out acronyms if applicable):

Florida Mosquito Control Association, American Mosquito Control Association, Florida Association of Special Districts, former student member of the Florida City /County Management Association and served term as Treasurer (2023) and as President (2024) of the Student Chapter of the International City/County Management Association

17. Please confirm that you agree to immediately advise the MGT consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

18. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

19. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally?

Please answer YES or NO. If YES, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding under other below. *

No

20. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

21. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

22. At any time, since age 18, have you been asked to resign, or have you been terminated from employment?

Please answer YES or NO. If YES, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination (do not reveal the terms of the agreement or release) under other below. *

YES; October 2015 resigned in lieu of termination (without cause); signed severance agreement that was provided

23. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws?

Please answer YES or NO. If YES, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates under other below. *

YES; February 15, 2024, a former employee filed a complaint against me to the Commission on Ethics, the case was subsequently closed without investigation. March 25, 2024, same former employee filed EEOC complaint against the District, notified April 5, 2024 EOC closed the case without investigation.

24. Are you Authorized to work in the United States? *

☒ Yes

☐ No

25. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

REFERENCES

REFERENCES: We typically contact at least two references before recommending you to a client. Upon the client's selection of you for an interview, we will conduct additional due diligence including further reference contacts, and background screening, etc.

Due to the confidential nature of your candidacy, please only provide information for references we can contact now without jeopardizing your present employment.

References should include at least one supervisor and one subordinate, from a previous or current employer, as well as others who can speak to your professional qualifications. Indicate your relationship with each reference submitted, employer where you work(ed) together, telephone contact number, and email address.

26. **By selecting the option below, you are authorizing us to contact the references you have listed on this form.** (references should be recent within the last 10 years or less) Thank you. *

☒ MGT may contact ALL references that I have submitted. (*In selecting this option you authorize MGT to contact your references.)

☐ Please DO NOT contact any of my references at this time. (enter n/a in all of the the required fields below)

Candidate 3

Peggy Castano

Education

- Master in Public Administration
Barry University, Miami, Florida
- Bachelor of Arts – Public Administration
Florida International University, Miami, Florida
- Associate of Arts – Public Administration
Miami Dade College, Miami, Florida

Work History

6/2025 to Present	<u>Local Government Consulting Group</u> Senior Consultant
2015 to 6/2025	<u>City of Lauderdale Lakes, Florida (population 36,000)</u>
2023 to 6/2025	Assistant City Manager/Administrative Service Director
2015 to 2023	Administrative Services Director / Assistant to the City Manager (Acting Assistant City Manager)
2013 to 2015	<u>City of Opa-locka, Florida (population 16,000)</u> Executive Administrator to the City Manager
2008 to 2013	<u>State of Florida Probation and Parole (population 23.37 million)</u> Senior Supervisor Fiscal Analyst

Data Summary:

Candidate:	Peggy Castano
Organization:	City of Lauderdale Lakes, Florida
Position:	Assistant City Manager/Administrative Service Director (Former)
Organization Budget:	\$102 million
Department Budget:	\$48 million
Total Number of Employees in Organization:	158
Total Number of Employees in Department:	33
Expected Salary:	\$175,000
Reporting Relationship:	City Manager
Years of Experience:	17

Professional Affiliations:

- International City/County Management Association
- Florida City/County Management Association
- Broward County and City Managers Association
- National Information Officers Association
- Florida Municipal Communicators Association
- Government Social Media
- Local Government Hispanic Network

Assistant City Manager-Acting City Manager**PEGGY CASTAÑO****Pembroke Pines, FL 33029****☎ 786-261-7199 ✉ peg111679@aol.com <https://www.linkedin.com/in/peggy-castano-6aba5789/>****CAREER PROFILE**

Results-driven and seasoned Assistant City Manager with over a decade of vibrant leadership experience in municipal government. Proven track record of successfully collaborating with Mayors, Commissioners, residents, business owners, and staff to achieve organizational goals. Adept at directing day-to-day operations, strategic planning, and navigating diverse municipal administration levels. Skilled in managing multiple city departments, including Administration, Public Information Office, Engineering, Parks & Recreation, Development Services, Code Enforcement, Public Works, and Community Improvement Projects. Experienced in managing multi-million dollar budgets and maintaining strong fiscal oversight; commended for building solid relationships with community members, local schools, and stakeholders through active engagement in community events and promoting open communication. Currently serving as an Assistant City Manager, celebrated by colleagues and superiors as an ethical, resourceful, loyal, and dedicated leader.

KEY RESPONSIBILITIES AND ACHIEVEMENTS

- ❖ Oversee daily operations and provide strategic direction to ensure continuous progress and effectiveness across municipal administration. Act as City Manager or Interim Director for multiple departments and complete special projects and administrative tasks as needed.
- ❖ My comprehensive portfolio consists of several key departments, including Communications and Public Information Office (PIO), Engineering and Construction Services, Public Works, Intergovernmental Affairs, Development Services, and the Mayor and Commission Office. By overseeing these areas, I foster collaboration across the city, drive vital initiatives, and implement robust support systems to optimize operations, encourage development, and ensure clear communication.
- ❖ Demonstrate adaptability and strong leadership skills as Interim Director of Development Services, managing five divisions: Building and Permitting, Housing, Planning and Zoning, Business Tax Receipt, and Code Enforcement.
- ❖ Successfully implemented Energov and managed Engineering and Construction Services, overseeing \$35 million in completed projects and \$80 million in strategic planning stages, showcasing proficiency in project management and fiscal responsibility.
- ❖ Secure significant funding for critical projects by developing and presenting persuasive legislative and federal agendas, addressing community needs, and promoting fiscal accountability.
- ❖ Cultivate relationships with diverse stakeholders, maintaining transparency and trust with the public, and enhancing the city's image through comprehensive branding, marketing, and crisis communications strategies.

- ❖ Support financial sustainability by identifying, securing, and managing grants and external funding sources to enable the successful execution of city projects and programs.
- ❖ Actively contribute to developing and implementing the city's strategic vision, mission, and goals, ensuring alignment with community needs and fostering overall growth.
- ❖ Build and lead high-performing teams, create a positive and collaborative work environment, and invest in the professional development of city staff to promote a culture of continuous improvement and innovation.

CAREER PROGRESSION

SENIOR CONSULTANT

Local Government Consultant Group

June 2025- Current

As a Senior Consultant specializing in local government services, I provide interim departmental oversight, project management, and expert guidance in internal and external communications, marketing, branding, capital improvement project supervision, and governmental affairs at the federal and state legislative levels. In addition, I offer tailored solutions for Assistant City Manager roles and administration challenges.

Drawing from my experience as an Assistant City Manager, I understand the pivotal role this position plays in ensuring the smooth and efficient functioning of municipalities. My expertise spans various facets of day-to-day operations, contributing significantly to the overall success and well-being of communities. By collaborating with department heads and staff, I focus on streamlining processes and improving operational landscapes. In line with my strategic leadership capabilities, I support city leadership in identifying critical priorities and implementing strategies that align with long-term goals, fostering sustainable growth and development. My current projects and accomplishments include:

- ❖ Mayor and Commission Office: Facilitating effective policy implementation and fostering transparent communication between city leadership and the community.
- ❖ Engineering Services: Directing infrastructure projects, urban planning initiatives, and development activities, ensuring alignment with sustainable growth objectives.
- ❖ Communication: Overseeing branding and communication strategies, creating, and delivering engaging content through multiple channels to maintain a positive public image.
- ❖ Strategic Planning: Identifying opportunities for continuous improvement by evaluating departmental processes, implementing best practices, and pursuing innovative solutions to enhance operational effectiveness.
- ❖ State and Federal Legislative Agendas: Working closely with government officials and stakeholders to advocate for the city's interests, secure funding, and shape beneficial policies.
- ❖ Development Services: Demonstrating versatile leadership while overseeing critical divisions, ensuring seamless operations, enhancing collaboration, and facilitating successful implementation of key initiatives.

- ❖ Collaborate with department heads and staff to streamline processes, improve operational landscapes, and implement strategic initiatives, including Standard Operating Procedures (SOP) assessment and updates.

With my wealth of experience and deep understanding of local government administration, I am dedicated to providing effective solutions that contribute to the successful operation of cities and the well-being of their communities.

ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

City of Lauderdale Lakes, FL

July 2023 – June 2025

As the Assistant City Manager, I play a pivotal role in ensuring the smooth and efficient functioning of all aspects of our municipality. My responsibilities encompass comprehensive support across various facets of day-to-day operations, contributing significantly to our community's overall success and well-being. This involves collaborating with department heads and staff to streamline processes and enhance the overall operational landscape. Part of my role consists of contributing to the development and execution of the city's strategic vision. I work closely with city leadership to identify critical priorities and implement strategies that align with our long-term goals, ensuring sustainable growth and development.

In addition to my overarching role in supporting the City Manager in all areas of the city's day-to-day operations, I also manage a dedicated department that serves as a hub for crucial functions within our municipality. This department encompasses the Mayor and Commission office, Engineering Services, Capital Improvement Projects, Public Works, Parks and Recreation and Communications, reflecting a comprehensive portfolio of responsibilities.

- ❖ **Leadership and Coordination:** As a strategic leader, I guide the Mayor and Commission office, facilitating effective policy implementation and fostering transparent communication between city leadership and the community.
- ❖ **Engineering Services Oversight:** Managing Engineering Services involves directing infrastructure projects, urban planning initiatives, and development activities, ensuring alignment with the city's sustainable growth and development objectives.
- ❖ **Communication:** I oversee the city's branding and communication strategies, guiding, creating, and delivering engaging content through multiple communication channels to maintain a positive public image.
- ❖ **Strategic Planning for Continuous Improvement:** Engaging in strategic planning, I identify opportunities for continuous improvement by evaluating departmental processes, implementing best practices, and pursuing innovative solutions to enhance overall operational effectiveness.
- ❖ **Public Works Management:** Overseeing the Public Works department to maintain and enhance the city's infrastructure, including roads, water systems, and public facilities, ensuring high-quality services and efficient resource allocation.
- ❖ **Parks and Recreation:** Managing the Parks and Recreation Department, I ensure the provision of diverse recreational opportunities, well-maintained parks, and engaging community programs,

contributing to the city's overall quality of life and fostering a strong sense of community engagement.

- ❖ **State and Federal Legislative Agendas:** I manage the city's state and federal legislative agendas. I work closely with government officials and stakeholders to advocate for the city's interests, secure funding, and shape policies that benefit our community and support our strategic objectives.
- ❖ **Development Services:** I exhibit versatility and exceptional leadership capabilities while overseeing five critical divisions: Building and Permitting, Housing, Planning and Zoning, Business Tax Receipt, and Code Enforcement. By effectively managing these areas, I ensure seamless operations, enhance collaboration, and facilitate the successful implementation of key initiatives across the department.

ADMINISTRATIVE SERVICES DIRECTOR/ASSISTANT TO THE CITY MANAGER (ACTING ASSISTANT CITY MANAGER)

City of Lauderdale Lakes, FL

OCT 2015 – JULY 2023

As an overall generalist in the city, my mission is to assist the City Manager in effectively implementing council policies, completing projects and fostering a culture of pride and dedication among employees. With my unwavering commitment and extensive experience, I have excelled in supporting the City Manager and have focused my efforts on various areas, including overseeing and managing Capital Improvement Projects, leading the Public Information Office, supervising Legislative Aides, enhancing community outreach, improving the city's public image, and strengthening the city's interaction with stakeholders. In my years of municipal government I've obtained experience in multiple departments within the organization.

- ❖ Successfully manage the Mayor and Commission Office, ensuring smooth operations and facilitating effective communication between key stakeholders.
- ❖ Provide oversight to the Public Works Department, Engineering and Construction Services, ensuring efficient and quality project delivery.
- ❖ Oversee the City Clerk's Office, maintaining accurate records and facilitating transparent governance processes.
- ❖ Manage the Public Information Office (PIO) and all aspects of public relations for the city, ensuring effective communication with residents and the media.
- ❖ Assist the City Manager with special projects, contributing to the successful execution of strategic initiatives ensuring their timely and successful completion.
- ❖ Demonstrate proficiency in managing grant reimbursements
- ❖ Coordinate and manage the State of the City Address.
- ❖ Implement comprehensive overhauls of internal operating policies, resulting in improved operational and administrative efficiencies throughout the organization.

EXECUTIVE ADMINISTRATOR TO THE CITY MANAGER
City of Opa-locka FL.

JULY 2013 – OCT 2015

Collaborated with the City Manager to oversee the day-to-day operations of all city departments, ensuring smooth functioning and efficient service delivery. Acted as a reliable gatekeeper, providing effective and productive support to government officials at all levels (City Manager, City Commission, Directors, and residents).

- ❖ Managed and directed the utilization of Community Development Block Grant (CDBG) funding, including project management and grant proposal writing.
- ❖ Co-drafted the Community Challenge Grant, securing a \$1 million planning grant from HUD, which facilitated the update of the City's Comprehensive Plan.
- ❖ Received national recognition from the HUD Secretary for achieving the Community Challenge Grant, working in partnership with a local non-profit organization.
- ❖ Handled confidential matters within the Human Resources Department, ensuring sensitivity and professionalism in dealing with sensitive employee-related issues.
- ❖ Participated on the hiring panel for the City of Opa-locka, contributing to the selection of qualified candidates for various positions within the organization.
- ❖ Assisted the Community Development Department in implementing the Certificate of Use Program, establishing streamlined processes and effective controls that yielded fiscal benefits for the City.

SENIOR SUPERVISOR FISCAL ANALYST (2007-2013)
State of Florida Probation and Parole

JULY 2008 – JUNE 2013

During my tenure, I played a vital role in assisting the State Circuit by recovering and distributing funds that were incorrectly assigned through restitution payments and judgments. I diligently monitored all actions with a fiscal impact on the Circuit, achieving a remarkable success rate of 95.9% throughout my years in the department.

- ❖ Manage and monitor cell phones usage for probation officers
- ❖ Manage and approve travel vouchers for probation officers
- ❖ Part of the Special Recovery Team
- ❖ Implement all Court Orders as assigned by the Judge
- ❖ Provided training within the Circuit
- ❖ Receive and Document all restitution and supervision payments, prepared bank deposits, controlled inventory, and maintained equipment and technology
- ❖ Submit monthly report to my supervisors OP27, OP28, E1.
- ❖ Fingerprint and interview incoming high and medium risk offenders
- ❖ Assisted Officers and supervisors in the Circuit with the COPS report with a proven track record of a 94% decrease on all reports.

EDUCATION / CERTIFICATION

- ❖ **Master's in Public Administration**, Barry University, Miami, Florida (Dec 2020)
- ❖ **Bachelor of Arts in Public Administration**, Florida International University (FIU), Miami, Florida (December, 2011)
- ❖ **Associates of Arts in Public Administration**, Miami Dade College, Miami, Florida (May 2009)
- ❖ **Green Belt**, Six Sigma Project Training

Professional Memberships

- ❖ INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (**ICMA**)
- ❖ FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION (**FCCMA**)
- ❖ BROWARD COUNTY AND CITY MANAGERS ASSOCIATION (**BCCMA**)
- ❖ NATIONAL INFORMATION OFFICERS ASSOCIATION (**NIOA**)
- ❖ FLORIDA MUNICIPAL COMMUNICATORS ASSOCIATION (**FMCA**)
- ❖ GOVERNMENT SOCIAL MEDIA (**GSMCON**)
- ❖ LOCAL GOVERNMENT HISPANIC NETWORK (**LGHN**)



Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

Please read below

In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.

Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.

We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

1. Email *

Peg111679@aol.com

Please enter an email

2. **NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. ***

☒ Yes, I agree with these terms and conditions

☐ No, please withdraw my application from this position

3. First Name *

Peggy

4. Middle Name

5. Last Name *

Castano

6. Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable) *

N/A

7. Cell Phone: *

7862617199

Please enter at most 10 characters

8. Preferred Pronoun - ex. He/She/They, etc. (Optional)

9. Male or Female (Optional)

- ☐ Male
- ☒ Female
- ☐ Prefer not to say

11. Total # of full time employees in your current or most recent overall organization (if applicable): *

158

12. Total # of full time employees in your current or most recent department (if applicable): *

33

13. Total budget in your current or most recent overall organization (if applicable): *

102M

14. Total budget in your current or most recent overall department or areas of responsibility (if applicable): *

48M

15. Who do you (or did you) report to? (position title only/no proper names): *

City Manager

16. Related professional affiliations (please spell out acronyms if applicable):

☐ INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA)
☐ FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION (FCCMA)
☐ BROWARD COUNTY AND CITY MANAGERS ASSOCIATION (BCCMA)
☐ NATIONAL INFORMATION OFFICERS ASSOCIATION (NIOA)
☐ FLORIDA MUNICIPAL COMMUNICATORS ASSOCIATION (FMCA)
☐ GOVERNMENT SOCIAL MEDIA (GSMCON)
☐ LOCAL GOVERNMENT HISPANIC NETWORK (LGHN)

17. Please confirm that you agree to immediately advise the MGT consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

18. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

19. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally?

Please answer YES or NO. If YES, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding under other below. *

No

20. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

21. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

22. At any time, since age 18, have you been asked to resign, or have you been terminated from employment?

Please answer YES or NO. If YES, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination (do not reveal the terms of the agreement or release) under other below. *

No

23. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws?

Please answer YES or NO. If YES, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates under other below. *

No

24. Are you Authorized to work in the United States? *

☒ Yes

☐ No

25. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

REFERENCES

REFERENCES: We typically contact at least two references before recommending you to a client. Upon the client's selection of you for an interview, we will conduct additional due diligence including further reference contacts, and background screening, etc.

Due to the confidential nature of your candidacy, please only provide information for references we can contact now without jeopardizing your present employment.

References should include at least one supervisor and one subordinate, from a previous or current employer, as well as others who can speak to your professional qualifications. Indicate your relationship with each reference submitted, employer where you work(ed) together, telephone contact number, and email address.

26. **By selecting the option below, you are authorizing us to contact the references you have listed on this form.** (references should be recent within the last 10 years or less) Thank you. *

☒ MGT may contact ALL references that I have submitted. (*In selecting this option you authorize MGT to contact your references.)

☐ Please DO NOT contact any of my references at this time. (enter n/a in all of the the required fields below)

Candidate 4

Lisa L. Frazier

Education

- Master of Science – Environmental Planning
Florida Institute of Technology, Melbourne, Florida
- Bachelor of Science – Natural Resources and Conservation
Central Michigan University, Mount Pleasant, Michigan

Work History

9/2025 to Present	<u>Town of Melbourne Beach, Florida (population 3,300)</u> Interim Town Manager
2023 to 9/2025	<u>City of Palm Bay, Florida (population 142,000)</u> Growth Management Director
2017 to 2023	<u>City of Sebastian, Florida (population 27,000)</u> Community Development Director / CRA Manager
2015 to 2017	<u>Merritt Island Redevelopment Agency, Brevard County, Florida</u> Executive Director
2014 to 2017	<u>Frazier Consulting Services LLC, Brevard County, Florida</u> Principle Private
2006 to 2013	<u>Kimely-Horn and Associates, Inc., Vero Beach, Florida</u> Associate / Project Manager / Environmental Planner
2001 to 2006	<u>The Nature Conservancy/Oakland Land Conservancy, Michigan</u> Conservation Protection Director

Data Summary:

Candidate:	Lisa L. Frazier
Organization:	Town of Melbourne Beach, Florida
Position:	Interim Town Manager
Organization Budget:	\$5.3 million
Total Number of Employees in Organization:	28
Expected Salary:	\$120,000
Reporting Relationship:	Town Commission
Years of Experience:	24

Professional Affiliations:

- International City/County Management Association
- American Institute of Certified Planners
- American Planning Association – Florida Chapter

November 6, 2025

Attn: Mr. Jim Dinneen
MGT Approved Independent Executive Recruiter

Subject: Lisa Leger Frazier – Town Manager Candidate, Town of Melbourne Beach, FL

Dear Members of the Town Commission,

I am writing to express my interest in continuing to serve as Town Manager for the Town of Melbourne Beach. With over three decades of leadership in Florida municipal government, including service as a Town Council member and in key administrative roles such as Executive Director, Community Development Director, CRA Manager, and Growth Management Director, I offer a comprehensive understanding of city management and public administration. My experience in strategic planning, operational oversight, and community engagement positions me to provide steady, informed leadership during this important transitional period.

Throughout my career, I have overseen multimillion-dollar budgets, managed interdisciplinary teams, and led initiatives that enhanced infrastructure, sustainability, and economic development. My experience navigating Florida statutes, Sunshine Laws, and infrastructure protocols ensures compliance and transparency in all operations. I have worked closely with elected officials, advisory boards, and residents to foster trust and deliver results that reflect community priorities. As a servant leader, I understand the need to oversee the Town's "day to-day operations, including budgeting, personnel management, and departmental coordination" by focusing on the needs and well-being of the organization.

Having lived in Indialantic for over 35 years, I hold a deep appreciation for the enduring charm and community spirit of Melbourne Beach. Its commitment to preserving its unique character while thoughtfully planning for the future reflects values I strongly support. With a background in coastal resiliency, green infrastructure, and long-range planning, I bring a strategic perspective and collaborative approach that align with the Commission's goals. I am eager to contribute steady, informed leadership that supports sustainable growth and honors the town's rich heritage.

My recent tenure as the Town's executive leader has cemented my desire to continue the forward momentum we have begun! Working together with the Commission, the staff, and the community in outlining priority projects and focusing on the future has been rewarding. I would welcome the opportunity to continue my contribution and dedication to public service as your permanent Town Manager. Thank you for considering my application.

Warm regards,



Lisa Leger Frazier, M.S., AICP
FrazierLL@outlook.com
#321-750-7060

LISA LEGER FRAZIER, M.S., AICP

138 Ocean Terrace, Indialantic FL 32903
(321)750-7060 | frazierll@outlook.com

PROFESSIONAL CREDENTIALS

- Master of Science, Florida Institute of Technology, Melbourne, FL
- Bachelor of Science, Central Michigan University, Mt. Pleasant, MI
- American Institute of Certified Planners (AICP)
- Commissioner, Sebastian Inlet District, 2018 - present
- Former elected member of the Indialantic Town Council from 1994 to 2000; Deputy Mayor from 1998 to 2000
- FEMA IS-00100.c
- PMI designation
- Former Licensed Real Estate Professional

PROFESSIONAL ORGANIZATIONS

- American Planning Association
- Atlantic Coast Section of the FAPA, Past-President 2015-2018

EXPERIENCE

Seasoned municipal executive with over 30 years of experience in Florida local government, including leadership roles as Town Manager, Community Development Director, CRA Manager, and Executive Director. Proven track record in managing multimillion-dollar budgets, overseeing complex infrastructure projects, and guiding strategic planning initiatives. Adept in Florida statutes, Sunshine Laws, FEMA protocols, and intergovernmental coordination. Known for fostering transparent governance, community engagement, and operational excellence. Ready to serve as Town Manager with immediate impact and steady leadership.

- Professional experience in the private, non-profit, and public sector
- Municipal administration & policy implementation including ordinances, resolutions, Florida Statutes and Sunshine Law
- Budgeting & finance (\$15M+) procurement, RFP/RFQ, agreements and contracts
- Grant acquisition & administration (\$50M+ secured)
- Strategic planning & infrastructure development includes complete streets, stormwater, parks and recreation, pedestrian trails and walkways, septic to sewer, coastal resiliency and sustainability plans.
- Staff supervision (25+) & interdepartmental coordination, establishing organizational priorities, and continuous process improvements
- Public engagement and outreach
- Commission support and collaboration
- Emergency management & FEMA Compliance
- Community Redevelopment Agency & Economic Development
- Land acquisition, annexations, conservation easements, entitlements, site planning, and permitting.

Interim Town Manager, Town of Melbourne Beach, FL, September 2025 – Present

Current interim manager, experienced in providing daily oversight and administration for town services, operations, projects and programs. Collaborating with the Commission to guide policy development and improve communication in support of Commission goals is a predominant focus as a manager. Opportune actions involve monitoring financial expenditure in accordance with the budget goals, providing seamless oversight of department employees to maintain continuity of service delivery, establishing town contracts and grant administration needs, attending town advisory boards to increase communication and staff support, and meeting with contractors, outside agencies and local officials to increase effective cooperative agreements. Milestone accomplishments since October include:

- *Increased communication through consistent notification to public*
- *Established weekly reporting to Commission*
- *Created iterative priority Program/Project spreadsheet*
- *Established contract tracking and reference tools*
- *Established working relationship with all Town Boards and Committees*
- *Completed hiring of outside Special Magistrate and Building Official Consultants*
- *Reorganized staffing to better serve the public through on boarding of consultants*
- *Established task management of consultants including Planning*
- *Began Infrastructure improvement projects including Basin 1 stormwater.*
- *Started priority planning of all Basin improvement projects utilizing existing Stormwater Plan*
- *Launched update to critical asset planning through the Vulnerability Assessment process*

Growth Management Director, City of Palm Bay, FL, September 2023 – September 2025

City Management Leadership Team position in the largest City in Brevard County comprised of Land Development and Code Enforcement (25 + FTE's). Department experienced high pressure development demands, high staff turnover and unfilled key positions. Immediate strong leadership initiatives included revision of programs and processes to eliminate redundancies and untenable timelines, adoption of state standards for review, streamline application processes, reallocation of job responsibilities, and establishment of a library of consultants. Additional actions include:

- *Establish Standards of Operation (SOP's)*
- *Improved coordination and collaboration with interdisciplinary city departments*
- *Initiated process improvement strategies*
- *Updated Land Development Code in accordance with Comprehensive Plan.*
- *Enhanced staff presentation and technical reports to City Boards and Council*
- *Promoted collaboration with outside permitting agencies with shared infrastructure for stormwater, utilities, schools and transportation*

Community Development Director/CRA Manager, City of Sebastian, FL, September 2017–September 2023

City Management executive team member. Provided leadership and administration for a multi-disciplinary department comprised of Long-Range Planning/Planning and Zoning (Board), Permitting, Grant Administration, Community Redevelopment Agency (Board), Natural Resource Management (Board), Floodplain Management (CRS) and Community Development Block Grant Program.

- *Director of a CIP budget over \$2.5M and Operating budget over \$1M*
- *Secured over \$3M in planning and infrastructure funding (CDBG, FDEP, DEO, FDEM/HGMP, IRLNEP, SJRWMD, FIND)*
- *Management of City Boards: Natural Resources Board, Planning & Zoning, City Council, CRA; providing policy and technical assistance*
- *Initiated and implemented the CDBG program providing over \$500K in assistance to LMI community, including new sidewalk connections*
- *Management of CRA including grants and infrastructure improvements, Septic to Sewer conversion program, acquisition and disposition of properties, and master planning of Riverfront public improvement projects*
- *Initiated Sustainable Sebastian program and five-year work plan including green infrastructure plan and BMAP coordination*
- *Managed over 2400 acres of annexation since 2018, including formulation of strategic parameters and specific property conditions as part of Annexation Agreements, land use and zoning amendments*
- *Managed Working Waterfront Commercial Fish House, Marina and Distribution project, an FCT acquisition, including reporting, procurement, funding, negotiations, lease, planning and design, and project management of over \$800K infrastructure improvements (grant funded)*
- *MPO representative/managing member of the US Hwy 1 Corridor Study resulting in two FDOT RRR projects on US HWY 1, including completion of sidewalk gaps*
- *Developed long range conceptual design and funding plan for Riverview Park and event area*
- *Initiated City's Master Sign identification and wayfinding program*
- *Revamped consulting contracts, established library of consultants, reducing procurement time and costs*
- *Initiated GIS program/file management program, reduction in paper files, creating space and reducing waste*

- *Updated Coastal Resiliency Plan (grant funded)*
- *Updated Comprehensive Plan 2040 including conservation strategies for protection of natural resources*
- *Updated CRA Master Plan 2023 (grant funded)*

Executive Director, Merritt Island Redevelopment Agency, Brevard County, FL, July 2015 – July 2017

Contract Executive Director of MIRA (with a seven-member Board), annual budget of \$3M, assisted Board in establishing priority projects, secured over \$2M in grant funding for stormwater, Septic-to-Sewer, transportation, and economic redevelopment. Implemented a library of consultants, streamlining the procurement process, improved public outreach through updated webpage and reduced the annual budget. In partnership with Brevard County, oversaw the execution of a septic to sewer project of over \$3M utilizing three grant agency funding partners.

Principle Private Consultant, Frazier Consulting Services LLC, Brevard County, FL, January 2014-September 2017

Private consultant involved in a variety of projects for the private and public sector, specializing in local municipal government. In 2015, assisted the City of Mulberry in establishing their CRA with funding secured by the DEO. Today, the economic base for the CRA is over \$1M in value.

- *City of Mulberry, DEO Community Planning Grant, Workshop, Finding of Necessity/Community Redevelopment Area Master Plan*
- *City of Mulberry, Highway Beautification*
- *City of Cocoa, Lee Wenner Park Phase I*
- *City of Indian Harbour Beach, Stormwater Management Plan*
- *Various Private Development Projects, Natural Resource Assessments and Environmental Permitting, nature-based designs in accordance with CWA, ESA, NEPA, and NPDES.*

Associate/Project Manager/Environmental Planner, Kimely-Horn and Associates, Inc., Vero Beach, FL, June 2006- December 2013

Local municipal government planning practice, specializing in contracts, local government administration, budgets, grants, environmental permitting, planning, presentations, and project management.

- *Walmart Stores, Inc., Statewide Stormwater Monitoring and Environmental Landscape Maintenance program – Project Lead*
- *St. Lucie County, East Coast Greenway Implementation Plan, St. Lucie TPO — Project manager*
- *Volusia County, Bicycle/Pedestrian Continuing Feasibility Studies, Volusia County TPO— Project Manager/environmental planner*
- *Central and North Indian River County Greenways Plan, Indian River County MPO, FL —Environmental planner and public involvement specialist*
- *FDOT, AIA Multimodal Planning and Engineering Analysis, Complete Streets Study, Brevard County, FL. - Project planner and public involvement coordinator*
- *Mulberry Nature Center (aka Alafia Wetland Park) Community Visioning, Grant Funding, and Park Restoration Project, Mulberry, FL — Project Manager*
- *City of Palmetto Estuary Preserve Phase III, Palmetto, FL — Project manager*
- *City of New Smyrna Beach, US 1 CRA, Finding of Necessity - Project planner*
- *City of Cape Canaveral, Brownfield Designation, Finding of Necessity, and CRA Master Plan - Project planner*
- *West Melbourne, Finding of Necessity and CRA Master Plan - Project planner.*
- *Numerous Natural Resource Assessments, Environmental Permitting, and nature-based designs in accordance with CWA, ESA/HCP, NEPA, and NPDES.*

Conservation Protection Director, The Nature Conservancy/Oakland Land Conservancy, Michigan, September 2001 – May 2006

Conservation protection planner responsible for natural resource assessment of key conservation lands that promoted biodiversity of the landscape. Assisted in the protection of thousands of acres of conservation lands through acquisition, conservation easements or maintenance agreements. Developed the protection program, including Phase I reviews, for a local land conservancy. Collaborating with donors, landowners, government officials and the public honed skills in negotiation and maximize benefits for all participants. Successful in securing grants and donations toward the protection of conservation property.



Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

Please read below

In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.

Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.

We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

1. Email *

frazierll@outlook.com

Please enter an email

2. **NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. ***

☒ Yes, I agree with these terms and conditions

☐ No, please withdraw my application from this position

3. First Name *

Lisa

4. Middle Name

Leger

5. Last Name *

Frazier

6. Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable) *

Lisa Claire Leger

7. Cell Phone: *

3217507060

Please enter at most 10 characters

8. Preferred Pronoun - ex. He/She/They, etc. (Optional)

She

9. Male or Female (Optional)

- ☐ Male
- ☒ Female
- ☐ Prefer not to say

11. Total # of full time employees in your current or most recent overall organization (if applicable): *

28

12. Total # of full time employees in your current or most recent department (if applicable): *

28

13. Total budget in your current or most recent overall organization (if applicable): *

5,300,000.00

14. Total budget in your current or most recent overall department or areas of responsibility (if applicable): *

5,300,000.00

15. Who do you (or did you) report to? (position title only/no proper names): *

Town Commission

16. Related professional affiliations (please spell out acronyms if applicable):

ICMA
AICP
FAPA

17. Please confirm that you agree to immediately advise the MGT consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

18. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

NO

19. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally?

Please answer YES or NO. If YES, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding under other below. *

YES

Personal suit against Condo Association. Brevard County. Resolution of dispute regarding responsible party maintenance of utility services. Case closed in our favor.

20. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

NO

21. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

NO

22. At any time, since age 18, have you been asked to resign, or have you been terminated from employment?

Please answer YES or NO. If YES, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination (do not reveal the terms of the agreement or release) under other below. *

YES. Kimley-Horn and Associates private consulting firm, December 2013. No severance or claims. Asked to resign due to lack of work during economic downturn. Meritt Island Redevelopment Agency, 2017, three-month severance agreement with resignation. Change in Board.

23. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws?

Please answer YES or NO. If YES, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates under other below. *

NO

24. Are you Authorized to work in the United States? *

☒ Yes

☐ No

25. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

REFERENCES

REFERENCES: We typically contact at least two references before recommending you to a client. Upon the client's selection of you for an interview, we will conduct additional due diligence including further reference contacts, and background screening, etc.

Due to the confidential nature of your candidacy, please only provide information for references we can contact now without jeopardizing your present employment.

References should include at least one supervisor and one subordinate, from a previous or current employer, as well as others who can speak to your professional qualifications. Indicate your relationship with each reference submitted, employer where you work(ed) together, telephone contact number, and email address.

26. **By selecting the option below, you are authorizing us to contact the references you have listed on this form.** (references should be recent within the last 10 years or less) Thank you. *

☒ MGT may contact ALL references that I have submitted. (*In selecting this option you authorize MGT to contact your references.)

☐ Please DO NOT contact any of my references at this time. (enter n/a in all of the the required fields below)

Qualified

Candidate 5

Christopher "Chris" T. Edwards

Education

- Master of Business Administration
University of West Florida, Pensacola, Florida
- Bachelor of Arts – Public Administration
University of Central Florida, Orlando, Florida

Work History

2020 to 2024	<u>City of Smyrna Beach, Florida (population 32,000)</u> Director, Economic Development/Community Redevelopment Agency
2017 to 2020	<u>Structure Commercial Real Estate, Tallahassee, Florida</u> Sales Associate
2013 to 2016	<u>City of Tallahassee, Florida (population 200,000)</u>
2016	Deputy Director, Office of Economic Vitality
2013 to 2016	Business Advocate, Office of the City Manager
2013	<u>Marion County Government, Ocala, Florida (population 375,000)</u> Economic Development Liaison, County Administration
2006 to 2013	<u>City of Leesburg, Florida (population 25,000)</u> Neighborhood Coordinator, Community Redevelopment Manager Community Redevelopment and Economic Development Department

Data Summary:

Candidate:	Christopher Todd Edwards
Organization:	City of New Smyrna Beach, Florida
Position:	Director, Economic Development/Community Redevelopment Agency (Former)
Organization Budget:	\$111 million
Department Budget:	\$4.5 million
Total Number of Employees in Organization:	350
Total Number of Employees in Department:	2
Expected Salary:	\$120,000 - \$130,000
Reporting Relationship:	City Manager
Years of Experience:	19

Professional Affiliations:

- Florida City/County Management Association
- Florida Redevelopment Association
- Florida Economic Development Council

Christopher Todd Edwards
Daytona Beach, FL 32124
(352) 874-8724/ email: edwardsct707@icloud.com

October 29, 2025

Jim Dinneen
MGT Independent Approved Independent Executive Recruiter

Re: Town Manager for the Town of Melbourne Beach, FL

Dear Mr. Dinneen,

The recent posting for the position of Town Manager indicates requirements that align with my public service senior management background and expertise. I have enclosed my resume to provide a summary of my qualifications and background for you to review.

The desired candidate must be a corporate strategist, team leader, innovator, and an overall solutions-driven community development and fiscally responsible manager among other integral proficiencies. These are the leadership and management strengths I would bring to the Town of Melbourne Beach team. During my Florida senior management tenures in community and economic development with the City of New Smyrna Beach, City of Tallahassee, Marion County Government, and the City of Leesburg, I collaborated with executive management, elected officials, state and federal government agencies, citizens, and businesses within various industries to develop amicable and timely solutions to vital public and private-sector funded infrastructure and development projects and programs.

To successfully implement the projects and programs, I focused on strategic plans, and led collaborative teams of professionals to leverage organizational financial resources that would deliver results for established corporate goals and objectives. In my role as Town Manager, I would assert my core values of **integrity, accountability, professionalism, and productivity** into providing the Town Commission, town personnel, businesses, industries, and overall community citizens/stakeholders with incomparable customer service and competent management.

In advance, I appreciate your time and consideration. I look forward to meeting with the Town of Melbourne Beach and discussing how much of an asset I can be as the next Town Manager.

Sincerely,

Christopher Edwards

Christopher Edwards, MBA

Christopher Todd Edwards
Daytona Beach, FL 32124
352-874-8724 /email: edwardsct707@icloud.com

Executive Management/Corporate Strategist
Collaborator • Leader • Communicator

CAREER PROFILE

An innovative and results-oriented senior management professional with over 19 years of notable experience in managing complex organizational operations, personnel, and strategic planning and capital expenditure projects in the service areas of economic development, community redevelopment, new construction, and public infrastructure on time and within budget.

EDUCATION

University of West Florida, Pensacola, FL Master's Degree, Business Administration	2020
University of Central Florida, Orlando, FL Bachelor of Arts Degree, Public Administration	2005
State of Florida Division of Real Estate Licensed Real Estate Sales Associate	2017

CORE COMPETENCIES

- | | | |
|--|---|---|
| • Strategic Planning and Project Management | • Business Process Improvement Management | • Public/Private Sector Partnership Development |
| • Real Estate Development Project Management | • Vendor and Supplier Management | • Grant Management |
| • Budget Planning and Management | • Contract Negotiation and Management | • Business Analyst |
| | | • Team Leadership |
| | | • Microsoft Office |

PROFESSIONAL EXPERIENCE

City of New Smyrna Beach | New Smyrna Beach, FL **2020 - 2024**

Director, Economic Development / Community Redevelopment Agency (CRA)

New Smyrna Beach is approximately 41.59 square miles and has a population just over 32,000. The city is located along Florida's east coast in the County of Volusia. The budget is over \$111 million.

Responsibilities

The director is responsible for managing department's personnel and budget of approximately \$500,000 as well as the Community Redevelopment Agency Trust Fund of approximately \$4 million. Efficient management is also provided for the department's daily operations, staff, strategic plan projects, public and private sector partnerships, project financing/funding plans, and real estate development projects to meet internal and external customer needs. In addition, the director provides effective communication to the City Manager, Mayor/City Commission as well as public and private sector stakeholders.

Accomplishments

- Marketed, managed, and implemented US 1 CRA Master Redevelopment Plan capital expenditure projects, and innovative commercial façade/property improvement grant programs at a budget over \$4 million to advance public and private capital investment and enhanced CRA taxable value to \$346 million.
- Collaborated with New Smyrna Beach Utilities on electric, water, and sewer infrastructure projects
- Managed development review, comprehensive plan and future land use amendments that included a new pivotal Deering Park Innovation Center Planned Unit Development near the city's gateway on I-95.
- Effectively managed public/private sector partnerships and service contracts relative to economic development strategic project planning and funding with area partners such as: Team Volusia EDC, Chamber of Commerce, Southeast Volusia Manufacturing and Technology Coalition, and CareerSource
- Managed and marketed land lease development projects for New Smyrna Beach Municipal Airport
- Successfully managed the sale of a city-owned office building that resulted in \$1.1 million in revenue
- Recruited new businesses to the city, including various targeted industries that operate on a global basis
- Managed disaster economic recovery and resiliency planning and projects in coordination with local, state and federal government agencies
- Co-managed the construction and completion of a new \$23 million-dollar senior housing development.
- Marketed available new construction sites for Site Selection Magazine, Florida Trend, and local news media

Structure Commercial Real Estate | Tallahassee, FL**2017 – 2020****Sales Associate**

Structure Commercial Real Estate is a real estate IQ firm, in Tallahassee, that focuses on providing strategic real estate solutions to public, private, and institutional clients.

Responsibilities

The Sales Associate provided customer service to public, private, and institutional clients.

Accomplishments

- Assisted with small business development and site selection processes
- Communicated with clients to identify their needs and budget and matched to available properties
- Assisted with market research and analysis to determine competitive market prices

City of Tallahassee | Tallahassee, FL**2016****Deputy Director, Office of Economic Vitality**

Tallahassee is approximately 100 square miles and has a population over 200,000. Tallahassee is Florida's Capital City and is in north Florida. The budget is just over \$731 million.

Responsibilities

The Deputy Director effectively and efficiently managed projects, personnel, programs, and operations in alignment with corporate goals and objectives to enhance the market's economic trajectory.

Accomplishments

- Led marketing efforts to encourage certified MWSBE firms' participation in multi-million-dollar City of Tallahassee and Leon County Government procurement and contracting opportunities
- Provided management oversight in the consolidation of the City of Tallahassee and Leon County Governments' Economic Development Departments
- Provided management assistance in the development of a Tallahassee/Leon County Government Office of Economic Vitality Economic Development Strategic Plan

City of Tallahassee | Tallahassee, FL**2013 - 2016****Business Advocate, Office of the City Manager****Responsibilities**

The Business Advocate effectively and efficiently managed special economic development, business development, and community redevelopment projects and programs. The Business Advocate also provided effective communication and consults City Manager, and Mayor/City Commission on projects, policies, and procedures.

Accomplishments

- Advised real estate development and construction management firms on the city's land development and building permitting review and approval systems, which led to increased real estate investment and construction projects
- Consulted the city's various enterprise divisions such as: Utilities (Electric, Water, Gas), International Airport, Parks and Recreation, and Star Metro on their operations, programs, and capital improvement plans and projects
- Led city's public/private partnership ventures to leverage the city's financial resources with community, business, and industry stakeholders toward the completion of value-added economic and community reinvestment plans and projects
- Led efforts to enhance city/corporate policies, programs, and services impacting business and industry stakeholders relative to the city's general government and enterprise service systems
- Managed the city's high-profile partnership agreement with the Urban Land Institute in delivering a master plan for redeveloping a major commercial real estate corridor

Marion County Government | Ocala, FL**2013*****Economic Development Liaison, County Administration***

Marion County is approximately 1,700 square miles and has a population of just over 375,000. Marion County is in central Florida. The budget is over \$578 million.

Responsibilities

The Economic Development Liaison was responsible for managing the Office of Small Business and Economic Development programs and projects to advance the economic growth of Marion County. In addition, the Economic Development Liaison effectively communicated with and consulted the County Administrator and County Council on projects, policies, and procedures.

Accomplishments

- Assisted in the development of the Ocala/Marion County Economic Partnership as the County's lead Economic Development Organization
- Advised senior management on corporate strategies, new processes, and technologies (Salesforce) to support corporate growth
- Assisted in the recruitment of a foreign based manufacturing company- Krausz Industries

City of Leesburg | Leesburg, FL**2006 - 2013*****Neighborhood Coordinator, Community Redevelopment Manager*****Community Redevelopment and Economic Development Department**

Leesburg is approximately 42 square miles. Leesburg is in central Florida and has a population of just over 25,000. The budget is over \$171 million.

Responsibilities

The Neighborhood Coordinator and Community Redevelopment Manager was responsible for managing the City's Community Redevelopment Agency Trust Fund, strategic plans/programs, operations, and personnel. The Neighborhood Coordinator and Community Redevelopment Manager also effectively communicated with and consulted the City Manager and Mayor/City Commission on projects, policies and procedures.

Accomplishments

- Managed city's economic development and community redevelopment agency operations and strategic plans. Promoted value-added activities such as: public utility infrastructure and facility enhancements, business expansion, and real estate development
- Provided real estate market analysis on available sites to diversify local tax base and economy
- Provided management support for the city's First Time Homebuyers' Program to pre-qualify clients for new and existing residential property purchases, resulting in economic growth
- Advised private real estate development and construction management firms on requirements associated with City's public utilities infrastructure (i.e., electric, gas, and stormwater). Led those firms through the city's land development and building permitting review and approval systems to assist with delivering their projects on time and within budget
- Led the corporate strategy to leverage the city's residential development project funding resources with institutions such as: Federal Home Loan Bank of Atlanta, Wells Fargo Bank, US Housing and Urban Development Department, Florida Housing Finance Corporation, and State of Florida Community Development Block Grant Program
- Managed redevelopment and operations of the city's first small business development office complex, in partnership with the University of Central Florida/Florida Small Business Development Center, to strengthen business recruitment, retention, and expansion within the city

CERTIFICATIONS

FEMA Certificates IS-100 and IS 700	2021 - Present
G-402 National Incident Management System Overview for Senior Officials	2023 - Present

ASSOCIATIONS/ AFFILIATIONS

Florida City/County Management Association (Communications Committee Member)	2020 - Present
Florida Redevelopment Association	2020 - Present
Florida Economic Development Council	2020 - Present
Team Volusia Economic Development Corporation 2024 Practitioner Council Chair	2024



Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

Please read below

In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.

Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.

We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

1. Email *

edwardsct707@gmail.com

Please enter an email

2. **NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. ***

☒ Yes, I agree with these terms and conditions

☐ No, please withdraw my application from this position

3. First Name *

Christopher

4. Middle Name

Todd

5. Last Name *

Edwards

6. Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable) *

Chris

7. Cell Phone: *

3528748724

Please enter at most 10 characters

8. Preferred Pronoun - ex. He/She/They, etc. (Optional)

9. Male or Female (Optional)

- ☒ Male
- ☐ Female
- ☐ Prefer not to say

11. Total # of full time employees in your current or most recent overall organization (if applicable): *

350

12. Total # of full time employees in your current or most recent department (if applicable): *

2

13. Total budget in your current or most recent overall organization (if applicable): *

\$111M

14. Total budget in your current or most recent overall department or areas of responsibility (if applicable): *

\$4.5M

15. Who do you (or did you) report to? (position title only/no proper names): *

I reported to the City Manager.

16. Related professional affiliations (please spell out acronyms if applicable):

Florida City/County Management Association
Florida Redevelopment Association
Florida Economic Development Council

17. Please confirm that you agree to immediately advise the MGT consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

18. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

19. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally?

Please answer YES or NO. If YES, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding under other below. *

No

20. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

21. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No

22. At any time, since age 18, have you been asked to resign, or have you been terminated from employment?

Please answer YES or NO. If YES, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination (do not reveal the terms of the agreement or release) under other below. *

Yes, in July 2016, after disagreement with a organizational consolidation plan, I resigned from the City of Tallahassee with a severance package and in good standing.

23. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws?

Please answer YES or NO. If YES, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates under other below. *

No

24. Are you Authorized to work in the United States? *

☒ Yes

☐ No

25. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

REFERENCES

REFERENCES: We typically contact at least two references before recommending you to a client. Upon the client's selection of you for an interview, we will conduct additional due diligence including further reference contacts, and background screening, etc.

Due to the confidential nature of your candidacy, please only provide information for references we can contact now without jeopardizing your present employment.

References should include at least one supervisor and one subordinate, from a previous or current employer, as well as others who can speak to your professional qualifications. Indicate your relationship with each reference submitted, employer where you work(ed) together, telephone contact number, and email address.

26. **By selecting the option below, you are authorizing us to contact the references you have listed on this form.** (references should be recent within the last 10 years or less) Thank you. *

☒ MGT may contact ALL references that I have submitted. (*In selecting this option you authorize MGT to contact your references.)

☐ Please DO NOT contact any of my references at this time. (enter n/a in all of the the required fields below)

Candidate 6

A. Marie Smith

Education

- Master of Business Administration
University of Maryland, College Park, Maryland
- Master of Public Affairs & Communications Management
American University
- Bachelor of Arts – Political Science
Catholic University of America

Work History

2019 to 2024	<u>Maryland-National Capital Park & Planning Commission, Riverdale, Maryland</u> Executive Director
2012 to 2019	<u>Maryland Department of Housing & Community Development, Annapolis, Maryland</u> Chief of Staff / Chief Innovation Officer
2007 to 2012	<u>Maryland Military Subcabinet on Base Realignment and Closure, Annapolis, Maryland</u> Executive Director / Program Manager
2003 to 2007	<u>CACI / Veterans Health Administration, Reston, Virginia</u> Program Manager
1999 to 2003	<u>State of Maryland, Annapolis, Maryland</u> Special Assistant to the Governor for Economic Development

Data Summary:

Candidate:	A. Marie Smith
Organization:	Maryland-National Capital Park & Planning Commission, Riverdale, Maryland
Position:	Executive Director (Former)
Organization Budget:	\$1.1 billion
Department Budget:	\$9.7 million
Total Number of Employees in Organization:	2,200
Total Number of Employees in Department:	90
Expected Salary:	\$120,000
Reporting Relationship:	Chairperson and Vice Chairperson
Years of Experience:	26

Professional Affiliations:

- Project Management Institute
- Society of Human Resource Management
- International City/County Management Association
- Leadership Maryland

A. “Marie” Smith
 Bowie, MD 20715
 Phone: (301) 943-5756
 Email: amcsmith90@gmail.com

November 4, 2025

Mayor and Town Commission
 Town of Melbourne Beach
 507 Ocean Avenue Melbourne Beach, FL 32951

Dear Mayor and Commissioners,

I am writing to express my strong interest in serving as the next Town Manager for Melbourne Beach. With more than two decades of executive leadership in local and state government, I bring a proven record of managing complex municipal operations, fostering community trust, and delivering results that balance fiscal responsibility with high-quality public services. As a proud alumna of Brevard Community College, I am eager to return to Brevard County and contribute my skills to the community that first invested in my education, and where my family still resides.

In my most recent role as Executive Director of the Maryland-National Capital Park and Planning Commission, I worked directly with a bi-county commission to set agendas, brief elected officials, and ensure transparent communication with residents and elected officials alike. I also led the organization through the COVID-19 pandemic, establishing emergency protocols, continuity of operations plans, and community support programs that kept essential services running while protecting public health. As Executive Director, I also advanced environmental preservation and sustainability projects to assist wildlife in and around the Chesapeake Bay.

Throughout my career, I have consistently demonstrated the ability to:

- Direct and supervise municipal operations across HR, finance, procurement, IT, public works, recreation, environmental/ sustainability and public safety.
- Prepare and manage budgets ranging from \$1 million to \$1 billion, including presentations to Wall Street rating agencies and oversight of capital programs.
- Engage residents and advisory boards through open communication, public meetings, and collaborative problem-solving with a specialty in land use and planning.
- Lead emergency preparedness and risk management, ensuring continuity of operations during crises.
- Foster organizational innovation, from creating performance metrics offices to implementing workforce training and succession planning.

I am particularly drawn to Melbourne Beach’s unique character as Florida’s oldest beachside community, as I previously lived in Satellite Beach and volunteered with sea turtle preservation

and the Satellite Beach library. I understand the importance of preserving local charm while ensuring efficient, modern governance. My experience balancing growth, environmental stewardship, and community values makes me well-prepared to serve as a trusted partner to the Mayor, Commissioners, staff, and residents.

I would welcome the opportunity to bring my leadership, integrity, and passion for public service to Melbourne Beach. Thank you for considering my application. I look forward to the possibility of discussing how my background and vision align with the Town's goals.

Sincerely,

A. "Marie" Smith, MBA, PMP

A. Marie Smith, MBA, PMP

A. “Marie” Smith, MBA, PMP

Phone: (301) 943-5756 | Email: amcsmith90@gmail.com

PROFESSIONAL PROFILE

Proven local government executive with over 20 years of leadership in municipal operations, strategic planning, finance, public safety, and community engagement. Skilled in commission/board relations, budget development, emergency management, and policy implementation. Recognized for building consensus among elected officials, staff, and residents while ensuring efficient, transparent, and ethical governance. Certified Project Management Professional with a strong record of organizational innovation, fiscal accountability, and servant leadership.

KEY QUALIFICATIONS FOR TOWN MANAGER ROLE

- **Commission/Board Relations:** Extensive experience preparing agendas, briefing elected officials, and ensuring transparent communication with governing boards.
- **Municipal Operations Oversight:** Directed departments including HR, finance, procurement, public works, recreation, and public safety coordination.
- **Budget & Finance:** Managed budgets ranging from \$1 million to exceeding \$1 billion, presented to Wall Street rating agencies, and ensured compliance with government accounting standards.
- **Emergency & Risk Management:** Led continuity of operations planning, pandemic response, and disaster preparedness initiatives.
- **Community Engagement:** Partnered with residents, advisory boards, and advocacy groups to deliver responsive services and programs.
- **Policy & Program Development:** Drafted and implemented legislation, strategic plans, and operating procedures to improve efficiency and accountability.
- **Grant & Economic Development:** Secured billions in state and federal funding; managed public-private partnerships and major capital projects.

PROFESSIONAL EXPERIENCE

Executive Director | Maryland-National Capital Park & Planning Commission | 2019–2024

- Oversaw local government agency managing all land use, planning and zoning in two counties in the Washington, DC suburbs; 65,000 acres of parkland, 3,400 facilities, and \$1B+ operational and capital budget.
- Directed HR, procurement, finance, IT, legal, and corporate operations; ensured compliance with ethics and cybersecurity standards.
- Advised Commissioners on legislative issues; prepared agendas, reports, and public communications. Briefed Commissioners prior to public meetings and handled all sensitive/ contentious issues.
- Led emergency management and continuity planning; coordinated pandemic response and created emergency response communications with surrounding counties and municipalities.

Chief of Staff / Chief Innovation Officer | Maryland Dept. of Housing & Community Development | 2012–2019

- Managed \$2B budget with single and multi-family housing finance loans, operations and capital projects; oversaw HR, facilities, communications, and policy/legislation.
- Partnered with nonprofits and state agencies to launch **housing and veteran support programs**, improving community well-being.
- Implemented data-driven performance improvements and interagency coordination.

Executive Director / Program Manager | Maryland Military Subcabinet on Base Realignment and Closure | 2007–2012

- Directed \$3.5 billion state project to bring 60,000 jobs to Maryland through Department of Defense (DoD) relocations; coordinating with DoD leadership, Congress, and state legislature/ elected officials.
- Passed legislation supporting workforce, tax credits, and military families.
- Managed all transportation, environmental, housing, workforce development and education projects to support the military moves to Maryland.

Program Manager | CACI / Veterans Health Administration | 2003–2007

- Managed IT team achieving FDA approval for Veterans Administration medical device, preventing blood-type mortalities.

Special Assistant to the Governor for Economic Development | State of Maryland | 1999–2003

- Oversaw multi-million-dollar development projects; briefed legislators and coordinated public affairs.

EDUCATION & CERTIFICATIONS

- **MBA**, University of Maryland, College Park
- **Master of Public Affairs & Communications Management**, American University
- **BA, Political Science**, Catholic University of America
- **Certificate for Senior Executives in State & Local Government**, Harvard Kennedy School
- **Project Management Professional (PMP)**, PMI
- **AI & Career Empowerment Certification**, University of Maryland
- **Alumni**, Brevard Community College (Full Music Scholarship)

HONORS & AFFILIATIONS

- Member, **International City/County Management Association (ICMA)**
- Member, **Project Management Institute**
- Member, **Leadership Maryland, Class of 2011**
- Multiple awards for **innovation in government, leadership, and public service**



Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

Please read below

In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.

Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.

We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

1. Email *

amcsmith90@gmail.com

Please enter an email

2. **NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. ***

- ☒ Yes, I agree with these terms and conditions
- ☐ No, please withdraw my application from this position

3. First Name *

Asuntha

4. Middle Name

Maria (Marie)

5. Last Name *

Smith

6. Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable) *

My full name is Asuntha Maria Chiang-Smith (Chiang is my maiden name). I have seen different variations of my first or middle name with my last name (either with or without my maiden name attached).

7. Cell Phone: *

3019435756

Please enter at most 10 characters

8. Preferred Pronoun - ex. He/She/They, etc. (Optional)

She/Her

9. Male or Female (Optional)

☐ Male

☒ Female

☐ Prefer not to say

11. Total # of full time employees in your current or most recent overall organization (if applicable): *

2200

12. Total # of full time employees in your current or most recent department (if applicable): *

90

13. Total budget in your current or most recent overall organization (if applicable): *

\$1.1 Billion

14. Total budget in your current or most recent overall department or areas of responsibility (if applicable): *

\$9.7 Million

15. Who do you (or did you) report to? (position title only/no proper names): *

Chairperson and Vice Chairperson, Maryland-National Capitol Park and Planning Commission

16. Related professional affiliations (please spell out acronyms if applicable):

Project Management Institute
Society of Human Resource Management
International City/ County Management Association
Leadership Maryland

17. Please confirm that you agree to immediately advise the MGT consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

18. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

NO.

19. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally?

Please answer YES or NO. If YES, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding under other below. *

NO.

20. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

NO.

21. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

NO.

22. At any time, since age 18, have you been asked to resign, or have you been terminated from employment?

Please answer YES or NO. If YES, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination (do not reveal the terms of the agreement or release) under other below. *

YES. At my last job, I signed a severance agreement with payments ending in December 2024 because the new Chairs of the Commission wanted to install a new Executive Director of their choosing.

23. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws?

Please answer YES or NO. If YES, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates under other below. *

NO.

24. Are you Authorized to work in the United States? *

☒ Yes

☐ No

25. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

REFERENCES

REFERENCES: We typically contact at least two references before recommending you to a client. Upon the client's selection of you for an interview, we will conduct additional due diligence including further reference contacts, and background screening, etc.

Due to the confidential nature of your candidacy, please only provide information for references we can contact now without jeopardizing your present employment.

References should include at least one supervisor and one subordinate, from a previous or current employer, as well as others who can speak to your professional qualifications. Indicate your relationship with each reference submitted, employer where you work(ed) together, telephone contact number, and email address.

26. **By selecting the option below, you are authorizing us to contact the references you have listed on this form.** (references should be recent within the last 10 years or less) Thank you. *

☒ MGT may contact ALL references that I have submitted. (*In selecting this option you authorize MGT to contact your references.)

☐ Please DO NOT contact any of my references at this time. (enter n/a in all of the the required fields below)

Candidate 7

Tim Thomas

Education

- Master of Science - Administration
Central Michigan University, Mount Pleasant, Michigan
- Bachelor of Science - Government
Auburn University, Montgomery, Alabama

Work History

2024 to 2025	<u>RTV Engineering</u> Senior Program Manager
2010 to 2024	<u>Viera High School, Melbourne, Florida</u> Senior Army Instructor
2016 to 2024	<u>City of Melbourne, Florida (population 88,000)</u> Councilman, Elected
2006 to 2010	<u>Defense Equal Opportunity Management Institute, Patrick Air Force Base</u> Director of Training
1985 to 2010	<u>Military Service</u>

Data Summary:

Candidate:	Tim Thomas
Organization:	RTV Engineering
Position:	Senior Program Manager (Former)
Organization Budget:	Our last contract was for 22M with the US Navy Fleet Readiness Centers in Coronado, CA, Cherry Point, NC and Jacksonville, FL
Department Budget:	Current contract was broken down by quarter with an average budget of \$2M per quarter
Total Number of Employees in Organization:	12
Total Number of Employees in Department:	As a Senior Program Manager my responsibilities and numbers of people supervising changed based on contract and location
Expected Salary:	\$120,000
Reporting Relationship:	Chief Executive Officer
Years of Experience:	40

Professional Affiliations:

- Military Officers Association of America Cape Canaveral Chapter
- Association of the United States Army

TIM THOMAS

2602 Englewood Drive
Melbourne, Florida 32940

Timthomasusa1987@yahoo.com
321-223-1016

November 7, 2025

Jim Dinneen
Independent Executive Recruiter
(386) 846-2612

Subject: Town Manager Position Melbourne Beach, Florida

Dear Mr. Dinneen,

It is with great excitement that I submit my resume for the Town Manager position at Melbourne Beach. I have over 38 years of leadership experience managing people, resources, budgets and creating command climates where everyone is treated with dignity and respect and feel like they are part of a winning team. Since settling here in Brevard County after retiring from the United States Army in 2010, I have earned a reputation for being a strong leader who is able to motivate and inspire others to get difficult things done with outstanding results. I'm a team builder and for any organization to be successful they must be unified as a team in executing their duties and responsibilities. Building winning teams has been my reputation as an Army Senior Army Instructor at Viera High School, as a Melbourne City Councilman and as an Airport Authority Board member. I have a proven track record of success that you can easily verify here locally. Additionally, I have great relationships with city of Melbourne and Palm Bay elected leaders, the Brevard County Commission, our Brevard County Constitutional Officers including Sheriff Wayne Ivey, as well as our Brevard Legislative Delegation. If selected as Town Manager, I will use these relationships to further enhance and improve our community.

During my time on the Melbourne City Council, I was a stalwart in ensuring we maintained the infrastructure on city roads with milling, repaving and restriping. My first year on the council in 2016, Melbourne was only maintaining 2.5 miles of road per year but in my last year we increased that up to 10 miles of road while spending \$4M versus \$1.5M in 2016. Additionally, I collaborated with fellow council members, city staff and the Melbourne Chamber in creating a probusiness environment that facilitated 8,935 building permits being issued in 2021 valued at \$323M. The projects included Hotel Melby, Paramount Condominium development and Highline Apartment project. In the Post COVID-19 environment, we also approved a package of temporary fee waivers and deferrals to assist new businesses opening and started a "Spend Local Melbourne Were Back in Business" campaign to jump start the reopening of existing businesses. This campaign was very successful. As one of the city councilmen selected to serve on the Airport Authority Board, we directed capital improvements and grant decisions totaling over \$200 million. These improvements included reconstruction of three runways, construction of a new air traffic control tower and 83,000 sq. ft. addition to the commercial terminal. These upgrades to the airport produce a \$3.1B annual economic impact to Brevard County. These are just a few of my accomplishments showing my experience and proven track record of success. I am confident in my ability to effectively serve our residents and contribute to the continued success of Melbourne Beach.

I'm very much aware of the small-town ambience of Melbourne Beach. Maintaining that cozy residential culture will be a priority. The picturesque beaches and natural attractions at maritime Hammock Sanctuary and Coconut Park make Melbourne Beach one of the best places to live in the world. It would be an honor for me to be selected as the Melbourne Beach Town Manager. With my proven ability with regards to the administration of city operations, services and projects, I will work with the City Staff, the Mayor and the Commission to shape the future of Melbourne Beach. The results of our team's efforts will make Melbourne Beach residents extremely proud.

I have attached my resume for your review and welcome the opportunity to discuss my qualifications further. Thank you for your time and consideration.

Sincerely,

Tim Thomas

LTC (Ret) Tim Thomas

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EXECUTIVE LEADERSHIP PROFILE

City Management • Organizational Team Building • Vision and Innovation

Professional Overview

Decorated combat experienced retired Army Lieutenant Colonel seeking a position as a Town Manager. A dynamic, motivated and energetic leader with over 37 years of experience managing people, resources and hundred-million-dollar budgets. Able to prioritize and make tough decisions on capital and infrastructure improvements as well as police and fire budgets impacting the quality of life of 85,000 Melbourne residents.

A charismatic leader able to inspire and motivate others to obtain the highest possible goals for themselves and the organization with award winning results. Lives the values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage. A strategic thinker with great interpersonal and communication skills encompassing both the public and private spectrums.

PROFESSIONAL EXPERIENCE

Senior Program Manager

2024-2025

Senior Program Manager for RTV Engineering overseeing the planning, execution and completion of \$22 million dollar contract to enhance asset visibility of F18 and F35 aircraft parts, tools and tugs at the Fleet Readiness Centers located at MCAS Cherry Point, North Carolina, NAS Jacksonville, Florida, and NAS Coronado, California. Responsible for managing cross-functional teams, budgets and resources to ensure successful delivery on time and within scope.

- Conducted Site Surveys at all 3 Fleet Readiness Centers at MCAS Cherry Point, NAS Jacksonville, and NAS Coronado to gather critical data for project planning to include identifying RFID and cabling requirements for over 120 hangers/storage facilities.
- Facilitated the installation of 670 RFID devices and 485 Cat6a cables with multiple technologies associated with each device at MCAS Cherry Point, NC.
- Senior PM on site daily resolving issues with building supervisors and government representatives to ensure installation team was not distracted and focused on getting the job completed.
- Provided daily status reporting to government representatives on the numbers of devices, cable installed as well as percentage complete of each building.

Senior Army Instructor Viera High School

2010-2024

Director of a 200 Cadet strong battalion responsible for all instruction meeting Department of the Army and Brevard County School standards. Responsible for planning, budgeting, and training all extra-curricular teams to include Raider, Drill, Rifle Marksmanship, and Color Guard teams. Subject Matter Expert on ROTC scholarship and Service Academy application process for prospective Cadets.

- Rated as a Highly Effective Instructor which is the highest rating possible.
- VFW Post 4534 Teacher of the Year Runner-Up in 2021.

- Excelled in all extra-curricular team activities with all teams qualifying for Regional and State Championships.
- Developed processes which resulted in 10% of senior Cadets earning ROTC scholarships or Service Academy appointments and 20% enlisting in one of the branches of the military.
- Rated as an Honor Unit of Distinction by the Department of the Army the highest possible rating.
- Recognized by State and local Congressional leadership for building one of the best JROTC programs in the state and nation.

City of Melbourne Councilman

2016-2024

Elected in 2016 and re-elected in 2020 as the District 1 Representative on the Melbourne City Council.

Serves as part of the legislative body responsible for setting municipal policy including the passage of laws and the annual budget. Additionally provides direction to City Manager to guide operations.

- Approved and managed on average an over a 200-million-dollar budget that provided key infrastructure upgrades to ensure residents had the best water, roads, police and fire in Brevard County.
- Made decisions regarding the administration of city operations, services, and projects.
- Provided input and information to city staff to guide deliberations and policy development.
- Maintained timely communications with the Mayor and Council to ensure all suspense's were met.
- Attended all council meetings, providing information, reports and recommendations.
- Provided guidance to city staff on the annual budget and capital improvement program.
- Monitored financial expenditures through the use of quarterly updates at council meetings.
- As a Councilman also served multiple terms on the Melbourne Airport Authority board of directors, including two terms as vice chairman. The MAA board oversees all policy and strategic planning of the Melbourne Orlando International Airport (MLB) including approval of its \$63.8M annual budget. Directed capital improvement and grant decisions totaling over \$200M. Approved facility improvements to include reconstruction of three runways, construction of a new air traffic control tower, and 83,000 sq. ft. addition to the commercial terminal. Provided guidance through the executive director to achieve a \$3.1B annual economic impact while facilitating a conducive business environment that hosts a workforce of over 20,000 employees.
- Promoted and maintained a probusiness environment that facilitated 8,935 building permits being issued in 2020-2021 valued at \$323 million. Projects included were the Hotel Melby, Paramount Condominium development and Highline Apartment project.
- Managed 293 miles of paved roadway to include milling, repaving, restriping and ADA sidewalk upgrades on 10 miles of road in 2023 totaling \$3.5 million in improvements.
- Built a strong relationship with City Staff based on trust and mutual respect which facilitated an outstanding working environment.
- Supported a classification study for all exempt and non-exempt employees outside of the IAFF and PBA bargaining units. This ensured staff were getting paid fair market value.
- Served as Vice Mayor 2020-2021 during that time Melbourne earned national recognition by being ranked in the top 25 best places to live by US News and World Report due to strong population growth and job market.
- In 2021 approved the expenditure of \$500K to provide our Melbourne Police with a new body-worn camera program to increase transparency and improve safety.
- Promoted policies in 2022 that ensured Melbourne Fire Department earned an ISO Class 1 rating, placing it among the top 10% of fire departments in the State of Florida and the first fire department in Brevard County to receive a Class 1 rating.

- During preparations for Hurricanes assisted city staff in filling up and issuing sandbags to residents.
- Frequented the EOC during Hurricanes to check on city staff. Additionally, acted as spokesperson for city with the Weather Channel during Hurricane Dorian.

Director of Training, Defense Equal Opportunity Management Institute (DEOMI) Patrick Air Force Base 2006 – 2010

Responsible for Executive level training for all Department of Defense General Officers and Senior Executive Services (SES) on Human Dimension training to include Cultural Competency, Prevention of Sexual Harassment and Equal Opportunity. Additionally, trains all services Equal Opportunity Advisors who advise Commanders on all issues pertaining to Human Dimension.

- Managed the largest multi-service Directorate at DEOMI with 37 joint military, civilian, and contractor personnel responsible for development and program management of all 450 Department of Defense and Department of Homeland Security Equal Opportunity Advisors.
- Conducted Human Dimension Awareness training for 110 Department of Defense Executive leaders leading to DEOMI's selection as the Equal Opportunity Center of Excellence for the Department of Defense.
- Flawlessly executed a \$850K budget that funded on campus training and Mobile Training Teams dispatched to conduct Human Dimension training worldwide.

Key Military Assignments / Experience

1985 - 2010

- A Team Executive Officer, 20th Group Special Forces, Alabama National Guard
- Fire Support Officer, 117th Field Artillery Regiment, Alabama National Guard
- Fire Direction Officer Republic of Korea, 2nd Infantry Division
- Executive Officer Bravo Battery, 1/20th Field Artillery, 1st Cavalry Division
- Fire Support Officer, Charlie Company 2/5 Cavalry, Operation Desert Storm/Shield (Combat)
- S4 Logistics for 24th Infantry Aviation Brigade, 24th Infantry Division
- Headquarters and Supply Company Commander, 924 Aviation Support Battalion, 24th Infantry Div
- Search and Recovery Team Commander, Joint Task Force Full Accounting, Joint Base Pearl Harbor-Hickam
- Logistics Planner for Contingency Operations in Macedonia, Joint Operations Center NATO/Naples, Italy
- Chief Distribution Management, 13th COSCOM, Ft. Hood, Texas
- Brigade S1, 3rd Brigade (Grey Wolf), Ft. Hood, Texas
- Selected for Command and General Staff College, Ft. Leavenworth, Kansas
- Brigade S1 24th Corps Support Group, 3rd Infantry Division/Iraq (Combat)
- Human Dimension Advisor to 3rd Infantry Division Commanding General, Ft. Stewart, Georgia
- Division Deputy Rear Detachment Commander, 3rd Infantry Division, Ft. Stewart, Georgia
- Director of Training, Defense Equal Opportunity Management Institute (DEOMI), Patrick Air Force Base, Florida

Awards and Recognition

- Decorated 23-year Veteran of the United States Army whose many decorations include the Bronze Star, Defense Meritorious Service Medal, Meritorious Service Medal with 2 Oak Leaf Clusters, Joint Service Achievement Medal, Airborne, and Air Assault badges. (2 Combat Tours/Iraq)
- Recipient of a 2019 Resolution passed by the Brevard County Commissioners recognizing efforts in saving the life of student suffering from Sudden Cardiac Arrest.

- Recognized in 2019 by the Dr. Martin Luther King Jr. Coalition and the Florida Tech Alumni Association for efforts in spearheading the renaming of Airport Blvd to Dr. Martin Luther King Jr. Blvd.
- Recipient of a 2019 Central Florida Humanitarian Award for efforts in setting up Bahama Relief Missions to bring needed supplies to the Bahamas after Hurricane Dorian.
- Selected, competed and won the 2022 Dancing for the Space Coast competition which helped raise \$400 thousand for local charities.
- Recipient of the 2022 Military Officers Association Outstanding Citizen Award.
- Recipient of the 2024 Liberty Bell Museum Patriot Award.
- Recipient of the 2024 NVHS Veteran Advocate of the Year.

EDUCATION

United States Army Command and General Staff College, Ft. Leavenworth, KS (2002)

Central Michigan University, Master of Science, Administration, Ft. Leavenworth, KS (2002)

Auburn University in Montgomery (AUM), Bachelor of Science, Government, Montgomery, AL (1987)

References

[REDACTED]



Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

Please read below

In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.

Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.

We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

1. Email *

timthomasusa1987@yahoo.com

Please enter an email

2. **NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. ***

☒ Yes, I agree with these terms and conditions

☐ No, please withdraw my application from this position

3. First Name *

Timothy

4. Middle Name

Ray

5. Last Name *

Thomas

6. Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable) *

Tim

7. Cell Phone: *

3212231016

Please enter at most 10 characters

8. Preferred Pronoun - ex. He/She/They, etc. (Optional)

He

9. Male or Female (Optional)

- ☒ Male
- ☐ Female
- ☐ Prefer not to say

11. Total # of full time employees in your current or most recent overall organization (if applicable): *

RTV Engineering had 12 full time employees.

12. Total # of full time employees in your current or most recent department (if applicable): *

As a Senior Program Manager my responsibilities and numbers of people supervising changed based on contract and location.

13. Total budget in your current or most recent overall organization (if applicable): *

Our last contract was for 22M with the US Navy Fleet Readiness Centers in Coronado, CA, Cherry Point, NC and Jacksonville, FL

14. Total budget in your current or most recent overall department or areas of responsibility (if applicable): *

Current contract was broken down by quarter with an average budget of \$2M per quarter.

15. Who do you (or did you) report to? (position title only/no proper names): *

I reported directly to the CEO of RTV Engineering [REDACTED]

16. Related professional affiliations (please spell out acronyms if applicable):

Military Officers Association of America Cape Canaveral Chapter
Association of the United States Army

17. Please confirm that you agree to immediately advise the MGT consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

18. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No.

19. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally?

Please answer YES or NO. If YES, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding under other below. *

No.

20. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

No.

21. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason?

Please answer YES or NO. If YES, please provide all information and applicable dates under other below. *

Yes. In 2022, while I was an Army JROTC Instructor at Viera High School, I was accused of making disparaging remarks about the LGBTQ community because I made a post on my FB page saying that I was against "Drag Queen Story Time Telling" to young children taking place in a public area (Downtown Melbourne). Also during this time, I was an elected official on the Melbourne City Council, and I was expressing my political opinion. The investigation was unsubstantiated, and I was cleared of any wrongdoing.

22. At any time, since age 18, have you been asked to resign, or have you been terminated from employment?

Please answer YES or NO. If YES, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination (do not reveal the terms of the agreement or release) under other below. *

No.

23. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws?

Please answer YES or NO. If YES, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates under other below. *

No.

24. Are you Authorized to work in the United States? *

☒ Yes

☐ No

25. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

REFERENCES

REFERENCES: We typically contact at least two references before recommending you to a client. Upon the client's selection of you for an interview, we will conduct additional due diligence including further reference contacts, and background screening, etc.

Due to the confidential nature of your candidacy, please only provide information for references we can contact now without jeopardizing your present employment.

References should include at least one supervisor and one subordinate, from a previous or current employer, as well as others who can speak to your professional qualifications. Indicate your relationship with each reference submitted, employer where you work(ed) together, telephone contact number, and email address.

26. **By selecting the option below, you are authorizing us to contact the references you have listed on this form.** (references should be recent within the last 10 years or less) Thank you. *

☒ MGT may contact ALL references that I have submitted. (*In selecting this option you authorize MGT to contact your references.)

☐ Please DO NOT contact any of my references at this time. (enter n/a in all of the the required fields below)